UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000887--Program Support Expert


Informations générales

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<tr>
<th>Pays d’Affectation</th>
<th>Mali</th>
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<tr>
<td>Agence/Institution hôte</td>
<td>UN Office of the High Commissioner for Human Rights</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>International Specialist</td>
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<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
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<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>d’affectation</td>
<td>Lieu d’Affectation</td>
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<tr>
<td>Bamako [MLI]</td>
<td>Remarque sur le lieu d’affectation</td>
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<tr>
<td>Conditions de vie</td>
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Mali is a non-family duty station. Living conditions of Bamako are acceptable, but security instructions need to be strictly complied with. Adequate housing is available for rent at US$ 500-1500 per month. The national currency is the Franc CFA (August 2018 exchange rate was 1 US$ = 580 FCFA). Visa credit cards are accepted in some hotels and larger shops. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from pharmacies, but provision needs to be made for specialized medication.

Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff, including UN Volunteers, in the course of their assignments in Mali. Appropriate measures are in place to mitigate the current security risk for UN personnel in the country. All
UN Volunteers, like all UN personnel, undergo a security briefing and the 3 day mandatory training “Safe and Secure Approaches in Field Environments” (SSAFE) upon arrival, where practical guidance and recommendations are provided regarding security threats in Mali. An additional security briefing is provided upon arrival to the final duty station.
For the sake of rewarding experience, UN volunteers in MINUSMA carry out their duties with flexibility, commitment, and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

Détails sur l'Affectation

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<th>Titre de l'Affectation</th>
<th>Program Support Expert</th>
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<tr>
<td>Contexte organisationnel &amp; description du projet</td>
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The United Nations High Commissioner for Human Rights is mandated by General Assembly Resolution 48/141 of December 1993 to promote and protect all human rights for all. This mandate also includes the lead within the United Nations to coordinate all human rights-related activities and to cooperate with member states on implementing human rights. By virtue of this global mandate, its expertise and its independence, OHCHR is therefore ideally positioned to engage with states of the G5 Sahel and other partners on the implementation of human rights relevant provisions of Security Council Resolution 2391. In this action, OHCHR will draw on experiences and lessons learned from other operational environments where aspects of the compliance framework have been applied, including UNAMA in Afghanistan and AMISOM in Somalia. In addition, the experiences gained in the context of support to the implementation of the compliance framework of the FC-G5S will continue to inform developments at the continental level, including the cooperation between the UN and AU on a compliance framework for AU peace operations.

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<th>Objectifs de développement</th>
<th>16. Peace, Justice and Strong Institutions</th>
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<tr>
<td>durable</td>
<td>Description de l'action</td>
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Within the terms of the organization’s delegated authority, and under the guidance of the G5 Project Management Team and direct supervision of the Senior Human Rights Officer leading OHCHR’s G5 Project, the UN Volunteer will undertake the following tasks:

Work with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, monitor and analyze specific aspects of programme/project development and implementation, review relevant documents and reports, identify problems and issues to be addressed and recommend corrective actions, liaise with relevant parties, identify and track follow-up actions;

Assist in ensuring an effective and efficient execution of projects and programmes, within the limit of the allocated resources, by providing appropriate technical support to projects through project design, field visits, training, reporting and evaluation, coordination and monitoring activities related to participatory urban planning, management and governance;
Provide substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;

Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies and inputs to publications; Provide administrative and substantive support to consultative and other meetings and training workshops, conferences etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations and handling logistics; Participate in field missions, including provision of substantive and administrative support and data collection;

Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports and financial statements) and preparation of related documents/reports (pledging, work programme and programme budget); Assist in the preparation of project documentation, project approval package submissions, project and budget revisions, recruitment of consultants and procurement of goods;

Assist in the strengthening of inter-divisional collaboration to achieve better linkages between normative and operational Divisions to better coordinate and support the implementation of the organization’s work programme; Support communication and liaison with international partners and donor organizations, as well as implementing partners on international, national and local level; Perform other related duties as may be required.

This assignment implies frequent interaction with the following: Counterparts, officers and technical staff in relevant Secretariat units and in UN funds, programmes and other UN specialized agencies, representatives and officials in national governments, international organizations and consultants.

When working with (including supervising) national staff or (non-)governmental counterparts, the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activi-tés commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur par-ticipation dans les réflexions substantielles.
• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la pu-blication du programme VNU/ site web, bulletin et notes de presse, etc.
• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
• Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus
Efficient, timely, responsive, client-friendly and high-quality support rendered to the G5 project management team, headquarters (UNHQ and OHCHR), project country offices (Burkina Faso, Chad, Niger, Mauritania) as well as national and local counterparts of the United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA), including:

Well researched and sound analysis of issues and developments affecting programme/project development, administration and implementation; Thorough and well-reasoned written contributions; Effective liaison and interaction with colleagues and concerned parties, both internally and externally; Reporting on the activities participated in and capacities developed in the framework of above mentioned programme;

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

Qualifications / Exigences

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<tr>
<th>Domaine de qualification</th>
<th>Master degree or equivalent</th>
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<td>Niveau de qualifications - autres commentaires</td>
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Advanced university degree (Master’s degree or equivalent) in sociology, economics, law, public administration, or related field relevant to human rights

Expérience Requise

36 mois

Remarques sur l'Expérience

A minimum of three years of progressive experience in project and programme management and/or administration at the international level; post-disaster/conflict experience is desirable; experience managing human rights programmes/activities is desirable; experience with ERP

Linguistiques

- English (Mandatory) , Niveau - Fluent
- AND - French (Mandatory) , Niveau - Fluent

Domaine d’expertise

- Other development programme/project experience Obligatoire
- Crisis and conflict prevention, mitigation, resolution and reconciliation Optionnel
- Human rights Optionnel

Domaine d'expertise requis
Knowledge of basic computer programmes such as Word, Excel, email and internet search functions, as well as database management; Experience with ERP systems (UMOJA, etc.) is desirable.

Permis de Conduire exigé
Non

Compétences et Valeurs

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

**Conditions de service et autres informations**

**Conditions de service**

[Click here to view Conditions of Service](#)

**Conditions of Service for International Specialist:**

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the
International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

**Code d'application**  MLIR000887-6646

**Application procedure**

* Not yet registered in the UNV Talent Pool?*  
Please first register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup). Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?*  
Please first update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) and click on the ‘Special Calls’ hyperlink to select the special call for to which you would like to apply.

**Application deadline:** 1st April 2020

doa.apply_url  [https://vmam.unv.org/candidate/show-doa/TUxJUjAwMDg4Nw==](https://vmam.unv.org/candidate/show-doa/TUxJUjAwMDg4Nw==)

**Avertissement**

Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.