The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies, and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Mali</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 30-06-2021</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Bamako [MLI]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

Bamako is a non-family duty station with a difficult security and working environment. Mali is a non-family duty station. Living conditions are acceptable in Bamako, 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 (April 2020 exchange rate was 1 US$ = 600 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 in the course of their assignments in Mali.

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.
Assignment Title: Communication and Reporting Specialist

Organizational Context & Project Description

MINUSMA was established by Security Council resolution 2100 of 25 April 2013. Under the terms of that and subsequent resolutions, the mission would support the political process and carry out a number of security-related stabilization tasks, with a focus on major population centres and lines of communication, protecting civilians, human rights monitoring, the creation of conditions for the provision of humanitarian assistance and the return of displaced persons, the extension of State authority and the preparation of free, inclusive and peaceful elections.

The mandate of the Gender Unit in the mission is two-fold: 1) to support gender mainstreaming throughout the work of mission components – including the work of the police, military, civil affairs, political, human rights and electoral components (through providing ongoing technical, advisory and training and capacity-building support to mission personnel and fulfil reporting obligations); and 2) to support the full participation of women and ensure that gender concerns are addressed in the political/peace process and to contribute to efforts aimed at addressing the protection needs of women and girls (through close cooperation and establishing partnerships with the UN Country Team (UNCT). The Gender Unit should report to the Head of Mission HOM and it is headed by a Senior Gender Adviser.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Senior Gender Affairs Officer, the UN Volunteer will undertake the following tasks:

- Assist the Head of the Gender Unit in the design and implementation of a mission-wide communication action plan to translate existing policies and mandates on the promotion of gender equality in all activities of the peacekeeping mission;
- Prepare regular reports such as weekly reports and the contributions to the Mission and the Department of Peacekeeping Operations (DPKO), draft monthly reports and other reports as and when required;
- Coordinate the development and distribution of a gender bulletin with an agreed periodicity;
- Coordinate the development and maintenance of the gender internet site for MINUSMA;
- Support the delivery of gender training for mission personnel where required;
- Provide on-going technical advice to the various Mission components to build and expand capacity for the design of gender-sensitive policies and programmes;
- Undertake on-going research and analysis on gender issues in Mali to inform policy decisions and communications campaign of the peacekeeping mission from a gender perspective;
- Ensure liaison and partnerships with civil society organizations and women’s groups and ensure that all information and outreach activities of the Mission reach and involve women as well as men;
- Contribute to the implementation of reporting obligations, documentation of good practices, after Action Reviews (AAR) and related submissions for senior mission leaders;
- When working with (including supervising) national staff or (non-)governmental counterparts, the incumbent should set aside dedicated time for training, coaching, mentoring and capacity development.
- Perform other relevant duties, as required.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs
- Gender communication plan available in the mission;
- Production of a gender bulletin on a regular basis scheduled;
- Timely reports and contributions available
- Gender site updated and functional, in the MINUSMA intranet;
- After Action Review (AAR) and best practices records available;
- Research and analysis on gender issues in Mali documented;
- Capacity building through training and coaching documented;

- 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/Requirements**

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
</tr>
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</table>

**Education - Additional Comments**

Master’s Degree in one of the following areas: International Law, International Relations, International Development and Cooperation, Human Rights, Sexual Gender Based Violence prevention, Social Sciences, Communications or combination of University Degree and relevant experience in a related field

<table>
<thead>
<tr>
<th>Required experience</th>
<th>36 months</th>
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</table>

**Experience Remark**

A minimum of 3 years of experience in the sector of public information and communication or public relations as well as a fair understanding of gender issues is required. Experience of peacekeeping or post conflict environment is an advantage.

**Language**

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

**Area of Expertise**

- Public information and reporting Mandatory

**Area of Expertise Requirement**

Good computer skills, including proficiency in word processing, spreadsheets and other software packages

Knowledge of any local language is an advantage

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<thead>
<tr>
<th>Need Driving Licence</th>
<th>Yes</th>
</tr>
</thead>
</table>

**Competencies & Values**

- Adaptability and Flexibility
- Communication
- Ethics and Values
Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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 insurance and 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 (Roles and Responsibilities of Host Entities)

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.

Application Code MLIR000921-7489

Application procedure T. +49 (0) 228-615 2000  F. +49 (0) 228-615 2001 A. PO Box 200111, 53113 Bonn, Germany W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
* Not yet registered in the UNV Talent Pool?*
Please first register your profile at 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 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. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call for which you would like to apply.

Application deadline: 6 August 2020

**Disclaimer**
*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*