

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000922--Reporting and Coordination Officer

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

Country of Assignment	Mali
Host Institute	United Nations Multidimensional Integr. Stab. Mission in Mali
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	until 30-06-2021
Expected Starting Date	Immediate
Duty Station	Mopti [MLI]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

Mopti is non-family duty station. Living conditions are acceptable, but security instructions need to be strictly complied with. The national currency is the Franc CFA (April 2020 exchange rate is 1 US\$ = 600 FCFA). Visa credit cards are acceptable in some hotels and larges shops in Bamako. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from UN Medical Section or from pharmacies, but provision need 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.

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 days 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.

Like all UN personnel, UN Volunteers based in Mopti are accommodated in UN premises. UN provided accommodation in Mali is

compliant with wellbeing standards, i.e. female/male bathrooms. A welfare committee is also active in all duty stations to ensure enough access to welfare commodities, including food supplies.

Emergency contacts (security, medical, staff counselling, UNV Office) are made available for all UN Volunteers upon arrival, and each individual is provided with a VHF radio and a call sign, which can be used at all time.

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 Details

Assignment Title

Reporting and Coordination Officer

Organizational Context & Project Description

MINUSMA was established by Security Council resolution 2100 of 25 April 2013 to support political process in Mali and carry out a number of security-related tasks. The Mission has been asked to support the transitional authorities of Mali in the stabilization of the country and implementation of the transitional roadmap, focusing on major population centers and lines of communication; protecting civilians; human rights monitoring; the creation of conditions for the provision of humanitarian assistance and the return to displaced persons; the extension of State authority and the preparation of free, inclusive and peaceful elections.

(<http://www.un.org/en/peacekeeping/missions/minusma/>).

The overall goal of the Joint Operations Center (JOC) is to promote an overall situational awareness that can assist the Special Representative of the Secretary General and Senior leadership in strategic decision-making relating to the implementation of the Mission's mandate as well as during the management of crisis. The JOC maintains a 24/7 monitoring and reporting function covering mission-wide key developments and events, resulting in timely and accurate integrated reports and presentations both within the Mission as well to UNOCC in NY. It assists senior mission leadership to coordinate, at the working level, MINUSMA operational activities to ensure complementarity, coherence of actions and the efficient & effective use of resources. Furthermore, JOC in close contact with its regional JOCs acts as a central information hub that enables senior mission leadership to anticipate and respond to crisis events.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Head of Office (in the regions) or the Deputy Chief JOC, and the overall responsibility of the Chief JOC (in Bamako), the UN Volunteer will undertake the following tasks:

- Collect and verify all the information coming from the different sources/sections including political, civil affairs, military, police, security, rule of law, administration, logistics, DDR, mine action, electoral affairs, gender, child protection, humanitarian, development and human rights and incorporate them into daily reports and Power Point presentations that are distributed either mission-wide or strictly to Senior Mission Leadership including UN Headquarters in NY to maintain the a continuous situational awareness of the Mission.
- Monitor actions taken by intergovernmental groups, UN organizations, government and non-governmental organizations, collating and disseminating information of immediate operational interest;
- Engage in the drafting and verification processes associated with the production of the integrated daily reports (SitReps) and adhoc Code Cables addressing current operations, as well as official e-mails;
- Draft and release approved Flash Reports and related updates on significant developments affecting UN assets, staff or Mission mandate ;
- Ensures the distribution of various technical reports (e.g. military, police updates, mine action, DDR, etc.) to relevant offices, sections or divisions;
- Maintain the statistical data base of fatalities and casualties resulting from attacks or security incidents and be able respond to any queries regarding these figures
- Visualisation of data through power point presentations or other Business tools such as the Power BI
- Receive/collect information from the relevant UN Country Team;
- Cultivate and maintain collaborative exchanges with Regional JOCs and JOC in Bamako ensuring to be well informed and

responsive;

- Assist, plan, coordinate and report on joint field missions and medical evacuations. Support the facilitation/coordination of integrated operations of different mission's components and other actors.
- The Position may require week-end and overnight duty.

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

Daily situation reports and PPP covering Mission wide events and activities are drafted and compiled.

- Contribution to ad hoc reports for the Special Representative of the Secretary General (SRSG) ensured;
- Contribution to information flow internally and externally with partners as appropriate, such as the Senior Management Group, and members of the civil-military coordination, provided;
- Distribution of various technical reports (e.g. military, police updates, mine action, DDR, etc.) to relevant offices, sections or divisions ensured;
- Information from the relevant UN Country Team actors received and compiled;
- Contribution to the planning, coordination and reporting of joint field missions or medical evacuation provided;
- 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

Required Degree Level Master degree or equivalent

Education - Additional Comments

Political Science, International Relations, Law or related field. A first level university degree with a relevant combination of academic qualifications and experience in related areas may be accepted in lieu of the advanced university degree.

Required experience 24 months

Experience Remark

A minimum of two (2) years of progressively responsible experience in field or headquarters operations; joint operations centre direct experience (UN, peacekeeping, military, foreign affairs, etc);

- Experience in coordination, facilitation, advice and reporting;
- Excellent knowledge and experience in Power point presentation and visualization of data
- Knowledge of management applications, such as word processors, databases and presentation software as well as other electronic media;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System;
- Sound security awareness.

Language

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We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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

Area of Expertise

- International law Mandatory

Area of Expertise Requirement

Solid computer skills, including full proficiency in various MS Office applications (Excel, Word, Project Management, Power Point, etc.) and other IT applications and office technology equipment. Ability to generate ad hoc electronic documents, spreadsheets, and databases; is an asset.

Need Driving Licence

Yes

Competencies & Values

- Adaptability and Flexibility
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service[Click here to view Conditions of Service](#)**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

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 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 ([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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code MLIR000922-7515

Application procedure

*** 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 to which you would like to apply.

Application deadline: **11 August 2020**

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TUxJUjAwMDkyMg==>

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.