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


Volunteer Category: International Specialist

Number of Volunteer: 1

Duration: until 30-06-2021

Expected Starting Date: Immediate

Duty Station: Menaka [MLI]

Assignment Place: Non-Family Duty station

Assignment Place Remark

Living Conditions

Menaka is a non-family duty station, category E, with a difficult security and working environment. Due to the security situation, movements around the city are often restricted. Accommodation is provided inside the integrated camp. The living conditions in Menaka are very harsh with extreme heat (Temperatures up to 50°C) in the months of May to August, sandstorms in July to August, newcomers are recommended to carry appropriate clothing. In the months of December to February, it is winter (Temperatures down to 7-8°C) with a lot of mosquitoes and other insects. Heavy jackets and other appropriate clothing are recommended.

Accommodation: Like all UN personnel, UN Volunteers based in Menaka/Kidal/Tombouctou/Gao/Mopti/Tessalit are accommodated in UN premises, for which they contribute by 100 USD/month. UN provided accommodation in Mali is compliant with wellbeing standards, i.e. female/male bathrooms.

Hospital Facilities: The Level I for TCC/PCC is accessible for staff. If needed, an evacuation to Gao where Level I and Level II are located will be done.

Security: Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff in the region.
Assignment Details

Assignment Title: Programme Officer

Organizational Context & Project Description

The United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) was established by Security Council resolution 2100 of 25 April 2013 to support political process in that country 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/)

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the terms of organization’s delegated authority and under the day to day supervision of the Head of Office Menaka and the overall supervision of the Stabilization & Recovery (S&R) Senior Programme Manager, the UN Volunteer Programme Officer will undertake the following tasks:

- Reporting: collect, evaluate and analyse information related to developments/events relevant to the implementation of S&R programmes (Quick Impact projects, Trust Fund for Peace and Security in Mali, and Peacebuilding Fund) at the regional level in Menaka;
- Ensure Quality Assurance of QiPs, Trust Fund and PBF project documents, and reports before their submission to Mission HQ;
- Ensure sound coordination between the Menaka field office and other mission’s mandated field offices as well all with all relevant units and section at mission HQ level;
- Identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions; draft report and briefings to S&R management, Mission leadership, senior UN staff and visiting delegations as required;
- Data Analysis: compile, organize and analyse data related to programme activities and results; provide training to field teams on the management of S&R databases; understand, document and ensure the quality of high-value programme data for accuracy, consistency and comparability;
- Visualization: produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy and fundraising materials including posters, presentations and other visual materials;
- Coordinate with the different mission components, field offices and the UN Country Team to have a consistent flow of information to facilitate reporting requirements. Coordinate, compile and edit periodic reports to be submitted to the Head of Section intended for the Head of Pillar;
- Edit and ensure the quality of outgoing documents submitted for the review and approval of the Senior Program Manager;
- Prepare correspondence, notes, memoranda and responses to query as requested;
Qualifications/Requirements

- Participate in outreach activities in support to the section’s PIO, using a range of tools such as courses, seminars, information sessions, newsletters, posters, etc., in liaison with MINUSMA Public information office;
- Assist the unit in the development of projects related to themes strategic to MINUSMA’s mandate;
- Support the unit in periodic and annual reporting, as well as budget preparation and follow up;
- Perform any other related duties as required within the area of operations.

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.

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

- Produces high-quality outputs on Stabilization and Recovery;
- Establishes strong and fruitful partnerships with relevant stakeholders;
- Ensures sound quality assurance of all MINUSMA funding mechanism projects before submission to Mission’s HQ and produce high quality reports on all projects funded through the mission’s funding mechanism;
- Ensures efficient coordination between the Menaka field office and the mission HQ and all relevant parties in other mission’s field offices.
- Provides solid substantive operational support to MINUSMA Stabilization & Recovery Section;
- Effectively develops staff under his/her supervision, including their on-going learning and development.

**• 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

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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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**Education - Additional Comments**

Master’s degree in social sciences, Project/ Programme Management, coordination or related field is required.

**Required experience**

36 months

**Experience Remark**

At least 3 years of progressively responsible experience in the implementation of projects programs, management or coordination at field level is required.

Knowledge of Project and program management is required.

Working experience with the UN is an asset.

**Language**

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

Area of Expertise
- Development programme management Mandatory

Area of Expertise Requirement
Strong computer skills in Microsoft Office (Word, Excel, Access and PowerPoint and internet research). Program/project Management, coordination and other related social science field expertise.

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

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 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  MLIR000935-7662

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: 13 September 2020

doa.apply_url  https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDkzNQ==

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.