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.

Country of Assignment: Mali

Host Institute: UN High Commissioner for Refugees

Volunteer Category: International Specialist

Number of Volunteer: 1

Duration: until 30-09-2021

Expected Starting Date: Immediate

Duty Station: Bamako [MLI]

Assignment Place: Non-Family Duty station

Assignment Place Remark:

Living Conditions:

Mali is a country that is currently trying to recover from a conflict in its northern part. The whole territory is a non-family duty station. This position is based in Bamako, whose living and security conditions are satisfactory however due to the recent events in Bamako the security phase has been increased to SLS 4 (Substantial - as per UN security classification).

The candidate will be entitled to Rest and Recuperation (R&R) after every 8 weeks.

To enter Mali, a valid passport is required. A visa is also compulsory, except for nationals of ECOWAS member states (Economic Community of West African States), Morocco, and Cameroon. Nationals of other countries should contact the representation of Mali in their country of residence for those who do not have a Malian representation in their country of residence, the visa can be issued at Bamako airport. In all cases, a Note Verbale will be issued with the aim of facilitating the visa issuance for the selected UN Volunteer.

The yellow fever vaccine is compulsory and a vaccination card should be brought with you for Malian health authorities’ check at the airport.
The selected UN Volunteer must attend, from the beginning of the assignment, all security-related trainings, which are compulsory for all UN personnel.

Assignment Details

Assignment Title
Associate Fleet Management Officer

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

The humanitarian crisis which has affected Mali since 2012 has generated massive population displacements, both inside and outside the country, with significant repercussions on neighbouring countries, in particular Burkina Faso, Niger and Mauritania. Since 2018, a new cycle of violence has worsened the situation and is causing forced displacement. As of April 30, 2020, the Population Movement Commission (CMP) recorded 250,998 internally displaced persons (IDPs), 565,905 internally displaced persons returned (cumulative figure since 2014) and 83,833 returnees from countries of asylum. In addition, 140,000 Malians are still refugees in Niger, Mauritania and Burkina Faso, and Mali is also hosting 45,668 refugees and 1,063 asylum seekers. We believe in the ascending trend of the three categories of populations (refugees, IDPs and returnees) despite the open space policy for a safe asylum of Mali. The mixed flows of displacements observed since 2019 are due to the worsening of the political and security crisis, the various types of violence (tensions and community clashes) observed in the northern and central regions and the operations of armed actors in localities adjoining the borders of the Burkina Faso and Niger (Liptako-Gourma region). UNHCR interventions are located in Gao, Timbuktu, Mopti, Segou and Kayes regions with a Sub Office in Gao and 2 Field Offices in Mopti and Timbuktu. A Field Unit will be opened in Menaka to ensure an adequate protection emergency response in the area of “trois frontières”. Logistics constraints related to the insecurity and poor road conditions with limited transportation capacity of MINUSMA and other humanitarian flights due to COVID 19 restricted measures have a direct impact on UNHCR activities implementation capacity. Under the direct supervision of the Snr Administration and Finance Officer, the Supply Officer (P3) will contribute to the design of the operation supply and logistics strategy in close consultation and collaboration with sub and field offices as well as with protection and program related units. The incumbent is responsible for coordinating activities of implementing partners and/or contractors performing fleet related activities, and ensure that they understand and adhere to relevant UNHCR rules and pro-cedures; Coordinate, manage and support all the fleet management activities in the Office. He will provide a technical support and guidance to partners’ supply staff.

Sustainable Development Goals
17. Partnerships For the Goals

Task description

Under the direct supervision of the Supply Officer in Bamako, the UN Volunteer will undertake the following tasks:

- Coordinate, manage and support all the fleet management activities in the Office.
- Implement effective fleet management that regularly monitors the fleet pool, saves cost and safeguards the investment of the organisation.
- Apply UNHCR’s fleet management strategy when preparing plans for purchase of important fleet assets. Conduct spend analyses using historical spend data to identify trends that can be used to plan procurement activities and Frame Agreements.
- Plan for acquisition, maintenance and replacement of fleet assets. Develop local fleet management replacement strategies taking into account UNHCR short and medium term requirements.
- Coordinate activities of implementing partners and/or contractors performing fleet related activities, and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Respond to field requests for information and advice and coordinate responses from a range of HQ units to provide a clear, consistent and timely response to the field.
- Collect information both in the field and in HQ, to ensure relevant and appropriate information is gathered and shared.
Qualifications/Requirements

- Infrastructure Support
  - Provide fleet management reports, customised reports, and gathers information on all fleet assets and provides in-depth reports periodically and when requested.
  - Monitor the quality and accuracy of fleet related data in relevant business systems. Compile and analyse statistical information, identify trends and developments in fleet related matters that will assist in decision making.
  - Disseminate, promote commitment to and monitor compliance with UNHCR's global policies, standards and guidance on fleet management.

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

- Successful implementation and maintenance of UNHCR standard practices in vehicle fleet management procedures.
- Assurance of a cost-effective and appropriately-sized fleet.
- Successful implementation and maintenance of vehicle and passenger security and safety procedures and systems.
- Correct vehicle usage of procedures by UNHCR drivers as per the drivers’ rules and regulations.
- Accurately controlled, recorded and monitored drivers and vehicle logbooks.
- Fully trained drivers with developed skills and standards to the highest international safety standards.
- Effective and professional communication with other units within the representation to ensure the timely and efficient receipt and dispatch of personnel and goods to destinations within the operational zone.
- Ability to oversee, manage and operate fleet activities of the representation, supported by correct and cost-effective use of budget.
- Maintain regular, timely and accurate reporting.

- 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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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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Education - Additional Comments

Mechanical trade qualification or Engineering Certificate required; Basic Training Course for delegates or equivalent knowledge preferred.

Required experience

36 months

Experience Remark

Three years of experience working in general logistics, including warehousing, transportation, customs clearance and procurement, and in managing and supporting staff.
The following experience is preferred: in other UN organizations, working for a humanitarian aid organization in a developing country and/or working in fleet and transport management within UNHCR.

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

Area of Expertise
- Vehicle and fleet operation and maintenance Mandatory

Area of Expertise Requirement

Need Driving Licence: Yes

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- 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:


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  MLIR000939-7708

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: 21 September 2020

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

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.