

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000697--Construction Contract 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	Mozambique
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	until 31-08-2021
Expected Starting Date	01-09-2020
Duty Station	Maputo [MOZ]
Assignment Place Remark	

Living Conditions

Mozambique has a total population of about 29 million people and Maputo is its capital city. Mozambique is located on the southeast Cost of Africa. To the East is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo Province are December to February, when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. Communication and transport services are available at various costs. In Maputo, houses and apartments can be rented from US\$ 700 to US\$ 1,000 per month and meals at the restaurant cost between US\$ 10 and US\$ 15. Maputo city has a several supermarkets that sells food, clothing, and household goods at reasonable prices. Prices of basic commodities and goods are not necessarily low and quality is often questionable, but you can easily buy all that you need to live in Maputo

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

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Organizational Context & Project Description**BACKGROUND**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, hygiene/sanitation and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context: UNICEF-Mozambique assists the Government of Mozambique through six major programs components including Education, Health/Nutrition, Water/Environment Sanitation, Child Protection, Information and Communication and Social Policy. Within the current Country Programme of Cooperation between the Government of Mozambique and UNICEF that covers the period 2017-2021, UNICEF's Education programme is an integral part, with an annual budget of about USD 30 million. The programme consists of four main components, namely Early Learning, Quality and Equitable Education Services, Education in Emergencies and Education System Capacity Development.

PURPOSE

Under the supervision of the EiE Construction Specialist in close collaboration with the Contracts Officer based in Maputo, the EiE Construction Contract Officer UN Volunteer (UNV) is expected to support the Education section in all construction and supply contracting processes in accordance with UNICEF Rules and Regulations and to participate in planning, development and execution of procurement of the selected portfolio of services, including proposing method of purchase, to support and ensuring quality delivery of such services

Sustainable Development Goals

4. Quality Education

Task description

Under the supervision of the EiE Construction Contract Officer in close collaboration with Education Section, the incumbent shall carry out the following activities:

- Ensures all procurement activities are in compliance with the UNICEF Financial Rules and Regulations, SD Manual, and all other applicable procurement procedures.
- Review requirements to ensure and competitive qualities, identify priority activities and assignments; adjust priorities as required, develops clear goals and resources for completing work.
- Solicit and evaluate bids/proposals/quotations to ensure overall competitiveness, quality and conformity to specified requirements, clarifies offers and negotiates with suppliers, as appropriate.
- Compile and present procurement data, prepare all relevant supporting documents and recommend approval of the Service Contract, Long Term Arrangements (LTA) or purchase order; may authorise purposes in line with delegated authority, and, in cases where the amount exceeds authorised signature authority, prepare submissions to the Contract Review Committee. Ensure all procurement activities are in compliance with UNICEF Financial Rules and Regulations, SD Manual and all other applicable procurement procedures.
- Review workload and coordinates placement of Contracts and/or Purchase Orders to ensure quick response to requests received from sections.
- Works in close contact with the other sections in the CO to ensure successful implementation of the procurement cycle.
- In partnership with the Education section, develop or support developing tender documents in collaboration with MINEDH and/or UN-HABITAT depending on contracting options (through MINEDH, NGOs or direct contracting).
- Review or support reviewing applications of bidders in collaboration with MINEDH and/or UN-HABITAT depending on contracting options mentioned above.

- Provide technical assistance to government and MINEDH counterparts through periodic coordination meetings on the areas of public social infrastructure construction in particular procurement;
- Any other duties or assignments as requested by the supervisor

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

- In liaison with procurement tender documents produced;
- Contractual compliance supported;
- Technical support to partners 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 Bachelor degree or equivalent

Education - Additional Comments

University degree in Civil or Structural Engineering, Procurement, Supply Management or a related discipline

Required experience 24 months

Experience Remark

- A minimum of 2-3 years relevant professional experience procurement, engineering or a similar field;
- Work experience in public building construction processes and projects with knowledge of procurement, supervision, management, programming and planning of works;
- Familiarity with requirement and process on procurement in the context of Mozambique in general and construction works in particular;
- Work experience with MINEDH, NGOs and private companies on procurement and/or construction work is also an asset
- Experience from analytical work and negotiations. Experience and ability to manage and monitor the effective use of financial and material resources.

Language

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

Area of Expertise

- Civil engineering and construction supervision Mandatory
- Procurement and contracting Optional

Area of Expertise Requirement

Experience in use of computer applications, including internet navigation and various office applications.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Knowledge Sharing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions,

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and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

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

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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

MOZR000697-7502

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 to which you would like to apply.

Application deadline: 10 August 2020

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TU9aUjAwMDY5Nw==>

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.