UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MRTR000071--Admin and HR Assistant

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>Mauritania</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>Food and Agriculture Organization of the United Nations</td>
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<tr>
<td>Volunteer Category</td>
<td>International Youth</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-06-2020</td>
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<tr>
<td>Duty Station</td>
<td>Nouakchott [MRT]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
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No-Family Duty Station

Living Conditions

Mauritania, officially the Islamic Republic of Mauritania, is a country in the Maghreb region of Northwestern Africa. It is the eleventh largest country in Africa and is bordered by the Atlantic Ocean to the west, Western Sahara in the north, Algeria in the northeast. Mauritania has a mixed Arab and Berber population of 3.4 million inhabitants (in 2014), about one third of its people live in Nouakchott, the capital and largest city, situated between the dunes and the ocean. Services and infrastructures have been improving lately. The healthcare system in Mauritania mainly consists of administrative centers and emergency health facilities. The healthcare system in the country is predominantly public, however, over the past decade the private medical sector has experienced a steady increase. The country has hospital in all the 15 regions.
Some of those hospitals are suitable for medical emergencies; however they are not fully equipped to house inpatients. The UN system has a list of hospital and private structures for the needs of the UN staff and families. There is a lack of adequate schools in the country. However, they are two main international schools (French and American). Mauritania does not have any particular security problems. Violent crimes are rare in Mauritania. Nonetheless expats, particularly women should avoid travelling alone at night and getting taxis alone as assault can be an issue with women, particularly foreigners. They are plenty restaurants and an important community of expats. Nouakchott has a Saharan climate. Daytime temperatures exceed 38 degrees Celcius (100° Fahrenheit) during the day, however the morning and nights are cool. No particular vaccine is required to enter Mauritania. However, having an updated vaccination certificate is recommended.

The country/Mauritania provides an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

**Assignment Title**  
Admin and HR Assistant

**Organizational Context & Project Description**

FAO is a specialized Agency of the United Nations that was established in October 1945, and whose mission is to contribute to eradicating hunger and achieving food security for all. FAO provides high quality technical and policy expertise to its member countries, thus assisting them in their efforts to meet their goals for eradicating hunger, reducing poverty and fostering improvements in agricultural and rural livelihoods in a sustainable manner.

This UN Volunteer assignment supports FAO’s Strategy on Climate Change and related strategies, aiming at enhancing capacities on climate change in agriculture through FAO leadership as a provider of technical knowledge and expertise; improve integration of food security, agriculture, forestry and fisheries within the international agenda on climate change; and strengthened coordination and delivery of FAO work on climate change (http://www.fao.org/about/who-we-are/departments/climate-biodiversity-land-water/en/).

**Sustainable Development Goals**  
2. Zero Hunger

**Task description**

Under the direct supervision of Programme Assistant FAO representative, the UN Volunteer will undertake the following tasks:

The UN Volunteer will be working in close coordination and under the direct supervision of the Programme Assistant, will support the project planning and follow up including missions, procurement, HR
as well as other operation

- Assist supervisor(s) in monitoring the contractual status of staff on various appointments; assist in the timely preparation and issuance of contract renewals and personnel action forms;

Support the establishment of international and local contracts

Perform the tasks of creating staff contracts in the GRMS system for nationals;

Submit consultant / PSA OTLs in GRMS;

Maintain file ranking of local and international staff;

Perform all travel / mission planning tasks (security clearance, hotel ticket reservation, TA, TEC,);

Perform all other administrative and financial management duties as requested by the Administrator or Human Resources representative

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

- All tasks are executed

Contracts are made on time

Recruitments are made on time

The operational capacity of the Office has improved

- 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>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Education - additional comments:</td>
<td>programme/project follow up and coordination, natural resource management; value chains</td>
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<tr>
<td>Required experience</td>
<td>0 months</td>
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<td>Experience Remark</td>
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<tr>
<td>• Demonstrated interest and/or experience (up to 2 years) in Administration and Human Resources,</td>
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<td>• Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;</td>
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<tr>
<td>• Interest in and eventually experience in the field of natural resources management</td>
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### Language

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

### Area of Expertise

- Development programme management Mandatory
- Resource mobilization, partnership and donor coordination Optional
- Other agriculture related experience Optional

### Area of Expertise Requirement

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<tr>
<th>Need Driving Licence</th>
<th>No</th>
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### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
Conditions of Service and other information

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) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,305. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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

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 MRTR000071-6299

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: 25-02-2020**

doa.apply_url https://vmam.unv.org/candidate/show-doa/TVJUUjAwMDA3MQ==

**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.