Informations générales

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<tr>
<th>Pays d'Affectation</th>
<th>Sudan</th>
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</thead>
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<tr>
<td>Agence/Institution hôte</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
</tr>
<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
</tr>
<tr>
<td>Lieu d'Affectation</td>
<td>Khartoum [SDN]</td>
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<tr>
<td>Lieu d'Affectation avec Famille</td>
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Khartoum is the capital and trading center of Sudan and is situated in Khartoum State, at the junction of the Blue and White Nile rivers. Omdurman is also a suburb of Khartoum, giving the urban area a population of over 5 million. It has long served as a major communications center between the Arab countries of North Africa and central African countries. Arabic, the official language, is the mother tongue of about half the population. English is used widely.

The electricity supply is generally good in Khartoum, although most buildings and houses in the city have stand-by generators as there are regular power cuts in particular during summer. The current is 220V/50 cycles AC. Electricity is metered, and credits are purchased from the electricity office, check your meter...
Khartoum is classified as a family duty station (C – in the UNHCR system), with a good level of services, accommodation and facilities. It is a relatively safe environment sometimes marked by small criminality or anti-western public demonstrations. MORSS compliance is required. The cost of living may be high, depending on the standards, particularly for food and accommodation.

There are few health facilities available, and it is advised that the UN doctor (at the UNDP Office in Khartoum) be consulted before going to private doctors. It is highly recommended that staff makes a comprehensive medical check before traveling to Sudan.

Sudan is a unique country and Sudan is a unique (humanitarian) operation. It provides for 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.

### Détails sur l'Affectation

#### Titre de l'Affectation

Associate External Relations officer

#### Contexte organisationnel & description du projet

UNHCR, the UN Refugee Agency, 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 UNHCR operation in Sudan serves different refugee groups, including people from South Sudan, Eritrea, Ethiopia, CAR, Chad, Yemen and Syria, but also internally displaced people, asylum-seekers and stateless individuals through a network of sub- and field offices as well as its Representation in Khartoum. UNHCR focuses on the protection and assistance to these groups in close coordination with national authorities and in partnership with UN and non-UN agencies as well as the civil society.

The External Relations Unit in Khartoum consists of three pillars, Inter-Agency Coordination, Information Management and External Relations/Communications/Reporting. The Associate External Relations/Reporting Officer will work in the third pillar and be responsible for reporting, communications/public information and External Relations/Public Relations. The incumbent will liaise across the operation, especially with the Sub- and Field Offices to gather facts and content. S/He will also have regular contacts with relevant functional units at UNHCR HQ and the regional Bureau.
External contacts are predominantly with opinion-shapers, influencers, contractors, volunteers and other civil society and international organizations on matters of importance to the Organization. The incumbent will help increase the visibility of refugees and volunteers supporting them in different fora and on different media platforms as well as support the positioning of UNHCR as authoritative voice and people agency with hands-on activities for solutions to displacement, including, but not limited to volunteerism for development, based on constant analysis of the political, economic and social context and of the debate around the humanitarian-peace-development nexus. To this aim and based on UNHCR’s Policy to work on solutions such as development from the onset of a crisis, s/he will advise on and help seize opportunities such as World Refugee Day, International Volunteer Day and other occasions in which civil society engagement or the work of UNVs among UNHCR staff in Sudan can be made visible, including on websites and Social Media, to promote volunteerism along with solutions for displaced people. This will be based on systematic networking and relationship management with local organizations, groups, individuals or local volunteering initiatives, be they formal or non-traditional partners of the organization.

Objectifs de développement

17. Partnerships For the Goals

Description de l’action

Under the direct supervision of Head of External Relations Unit, the UN Volunteer will undertake the following tasks:

• Draft fact sheets, thematic notes, situation reports, briefing notes, background material, talking points, press releases and articles.

• Assist the implementation of a strategic outreach to key target groups that generates moral, political and financial support for UNHCR’s operations from external partners (e.g. the interested public, governments, partners, corporations, VIPs, the media, academia and refugee groups).

• Assist in the dissemination of information to internal and external audiences, by keeping mailing lists up to date, and disseminating key documentation and information to support the country operation and corporate communication processes and priorities.

• Support the organization of events and visits to field operations and mainstream AGD standards as well as promotion as volunteerism for development wherever possible

• Support the implementation of physical UNHCR visibility.

• Organize input for digital content (including coordinating multi-media production) for UNHCR’s and volunteer partner websites and social media platforms

• Assist with networking and relationship building with individuals and local organizations dedicated to volunteer work for refugees and IDPs as well as with the engagement of influencers such as VIPs by providing relevant information on UNHCR operations, organizing briefings, bilateral meetings and responding to relevant queries.
• Consolidate information on UNHCR’s country operations and identify appropriate messages for campaigns and joint messaging with other agencies, including UNV.

• Propose and develop, in close coordination with the Head of the External Relations Unit, innovative outreach formats, especially targeting local volunteer initiatives and other civil society actors in the new era of Sudan.

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;
• Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
• 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.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

• 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 self-reports on UN Volunteer actions, results and opportunities;
• 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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés : • Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la do-cumentation mise à disposition...
par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activi-tés commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre. • Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil. • Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

• As an active [insert name Host Agency] team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its beneficiaries in the accomplishment of her/his functions, including:
• Reports and inputs as stated above are submitted regularly and on-time.
• Networks are established or expanded; engagement is secured.
• Other tasks assigned are completed in a timely and accurate way.
• 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

• 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 / Exigences

Domaine de qualification
Bachelor degree or equivalent
Niveau de qualifications - autres commentaires

Journalism, Communications, International Relations, Political Science, or other relevant field

Expérience Requise
24 mois
Remarques sur l’Expérience

A minimum 2 years of experience of external relations, communications, media relations or reporting
A minimum 2 years of experience in external relations, communications, media relations or reporting, ideally in an international setting.

Linguistiques
- English (Mandatory), Niveau - Fluent
- AND - Arabic (Optional), Niveau - Working Knowledge

Domaine d’expertise
- Public information and reporting Obligatoire

Permis de Conduire exigé: Non

Conditions de service et autres informations

Conditions of Service for International Specialist:

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$ 1,631. 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

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.

Code d'application                      SDNR000282-6425
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: 09 March 2020

doa.apply_url                         https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDI4Mg==

Avertissement
Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.