UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000287--Program 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>Sudan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>10 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Khartoum [SDN]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Assignment Place Remark

All youth and university assignments are without family.

Living Conditions

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.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Program Assistant</th>
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<tbody>
<tr>
<td><strong>Organizational Context &amp; Project Description</strong></td>
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<tr>
<td>The Programme Assistant works under the direct supervision and the general guidance of the relevant Programme or Technical Officer or in small Country Offices under the WHO Representative directly. The supervisor gives instructions on non-routine matters. Routine tasks are performed independently. Work is reviewed upon completion for overall quality, timeliness and attainment of objectives.</td>
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**Sustainable Development Goals** 3. Good Health and Well-being

**Task description**

Under the direct supervision of Operation Officer, the National UN Youth Volunteer will serve as a focal point for administrative coordination of programme or project implementation, achieving results such as:

- Monitoring status of programme/project proposals and receipt of documentation for review and approval;
- Checking upon the process to establish projects and alert supervisors of any delays or action needed, submission of project documentation for final approval and signature; distribution of project documents to relevant parties upon approval;
- Liaison with administrative staff on the verification and availability of funds, entry in computerized budget system and monitoring of approval processes.
- Extensive liaison and follow-up with diverse organizational units on various administrative actions such as recruitment and appointment of personnel, travel arrangements, authorization of payments, disbursement of funds, procurement of equipment and services.
• Compilation and summary of basic information and data on specific programmes/project related topics or issues.
• Regular reporting on the budget status against the established project work plan using available dashboards or pre-existing tracking methodologies.
• Finalization of all administrative and logistical preparations required for the organisation of technical and programmatic meetings, conferences, seminars, workshop, courses and other events. This includes liaison with participants from MoH and other stakeholders.
• Compilation and basic research of background material for technical and programmatic presentations, meetings and other events.
• Follow-up on agreed upon activities with the relevant units and staff to take action.
• Establishment and maintenance of filing system appropriate for each technical project or programme.
• Compilation, formatting and editing of technical documents linked to certain project or programme activities and submission to appropriate staff for reply.
• Information and reminders for responsible staff of follow-up dates on project activities, response or specific actions, supplying supporting material as appropriate.
• Tracking the workflow, and monitoring the progress of work and deadlines for programme documents and follow up with the substantive offices as needed.

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.

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

- The functions have a direct impact on the efficient coordination of programme planning, preparation of project implementation and the smooth operational execution of programme activities. Furthermore, the functions contribute to the monitoring of the projects’ implementation progress within the administrative framework, in terms of financial and human resources as well as proper filing and documentation.
- 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/Requirements

<table>
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<tr>
<th>Required Degree Level</th>
<th>Secondary education</th>
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<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Required experience</td>
<td>24 months</td>
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<tr>
<td>Experience Remark</td>
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</table>

Required experience: 0-2 years

Language
- English (Mandatory), Level - Fluent
- AND - Arabic (Optional), Level - Fluent

Area of Expertise
- Development programme/project administration Optional

Area of Expertise Requirement

Knowledge of administrative policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming
and budgeting.

Ability to work well with figures, undertake basic research and gather information from standard sources. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Should be able to multitask and prioritize using good time management skills, organized and detail-oriented. Adherence to deadlines and timely generation of correspondence.

- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Need Driving Licence

No

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:

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 and final repatriation (if applicable).

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.
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 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.

Application Code

SDNR000287-6621

Application procedure

Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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?

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.

This is a national UN Volunteer assignment, therefore only nationals of Sudan and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 30 March 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/U0ROUjAwMDI4Nw==

**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.