UN VOLUNTEER DESCRIPTION OF ASSIGNMENT  
SDNR000306--Executive Secretary

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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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Khartoum [SDN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</tbody>
</table>

Assignment Place Remark
Assignment is with family

Living Conditions
As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Executive Secretary</th>
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13 Jul 2020
Organizational Context & Project Description

The Sudan National Peace Commission was established on 17 October 2019 as an independent body and immediately entrusted with all a) political processes directly linked to the implementation of peace agreements; as well as b) building up a consensus on a new system of values, norms and institutions that regulate the peaceful management of conflict; and c) enhancing the legitimacy of the state through improved capacity to deliver on human security, welfare, human rights and the rule of law. The Prime Minister pointed to the establishment of a Peace Commission highlighting that it was his Government’s expectation that this commission, once established would be at the helm of all peacebuilding efforts. The Headquarter of the National Peace Commission is in Khartoum, while it will have sub-offices in Darfur, Blue Nile, South Kordofan and East Sudan.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of the Peace Commissioner or his/her designated mandated representative(s), the UNV Communications and Outreach Officer will perform the following functions:

1. Ensures effective and efficient functioning of the Peace Commissioner office focusing on achievement of the following results:
   - Maintenance of the Supervisor's calendar, contacts with high-ranking visitors, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
   - Maintenance of protocol procedures.
   - Preparation of high-quality briefing materials for supervisor for appointments, meetings, missions.
   - Preparation of informal translations.
   - Management of the Peace Commissioner missions and representation schedule.
   - Maintenance of rosters of high-level partners, telephone lists.
   - Preparation of correspondence, directives, comments on behalf of the Peace Commissioner for his/her signature and making follow-up when required.
   - Use of automated office management systems for effective functioning of the Peace Commissioner office.

2. Ensures provision of effective communications support to the office focusing on achievement of the following results:
   - Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system.
   - Coordination of the information flow in the office, follow up on circulation files.
   - Facilitation of information sharing between the national and sub-national Peace Commission offices.
   - Screening of all incoming calls and correspondence.

3. Ensures facilitation of knowledge building and management focusing on achievement of the following results:
   - Update of the Peace Commission website in coordination with the Communication and Outreach Officer.
   - Organise all relevant local and international materials and documents on peacebuilding issues to set up a library for the Peace Commission.
   - Collect and archive all Peace Agreements and Protocols for easy access and reference.

4. Any other relevant and related tasks as may be required or assigned 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

- As an active National Peace Commission team member, efficient, timely, responsive, client-friendly and high-quality support rendered to National Peace Commission and its beneficiaries in the accomplishment of her/his functions as an Executive
Qualifications/Requirements

**Required Degree Level**  
Bachelor degree or equivalent

**Education - Additional Comments**

- Bachelor’s Degree in secretariat and office management, communications, public relations, social sciences, development, public, business administration, economics, management or other relevant field.

**Required experience**  
36 months

**Experience Remark**

- At least 3-5 years of relevant executive secretariat and office management experience in challenging/post-conflict/crisis and peacebuilding environments and settings.

**Language**

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

**Area of Expertise**

- Administration and administrative assistance Mandatory

**Area of Expertise Requirement**

- Good knowledge of national structures and systems and functioning of key international donors in post-crisis and crisis settings.
- In conflict/post-conflict situations: experience with conflict prevention, peacebuilding, reintegration and conflict-sensitive development; familiarity with Do No Harm principles and conflict sensitivity is imperative in these settings.
- Demonstrable experience of good practice and results in gender-responsive programmes, empowerment, and inclusion.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- Have affinity with or interest in humanitarian-development-peacebuilding action, post-conflict or natural disaster situations, volunteerism as a mechanism for durable development, and the UN System.

**Need Driving Licence**  
No
Conditions of Service and other information

Conditions of Service:


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, 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**

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**

SDNR000306-7424

**Application procedure**

* Not yet registered in the UNV Talent Pool?

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?

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 27th July 2020.
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.