UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
SDNR000312--Rations 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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN African Mission in Darfur</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>until 31-12-2020</td>
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<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>El Fasher [SDN]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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</tbody>
</table>

Assignment Place Remark

- Demonstrated ability to work effectively in a team of international and national staff.
- Demonstrated ability to use computer applications such as Microsoft Office suites – Word, Power-Point and Excel Spreadsheets. Knowledge of other UN supported software is desirable but not required.
- Arabic language skills at native level is required. Fluency in spoken and written English is required.
- Have a valid driver’s license and demonstrated ability to drive manual gear 4x4 vehicles. Qualification to operate medium to heavy forklifts and/or trucks would be an advantage.
- Have affinity with or interest in volunteerism and the UN System.
- Sound security awareness.

Living Conditions

The volunteer will be required to make periodic trips to team sites within the Sector to carry out responsibilities under this Description of Assignment.
Assignment. The volunteer may be reassigned to a different duty station at any time during the contract period.

Assignment Details

Assignment Title

Rations Assistant

Organizational Context & Project Description

UNAMID was established in July 2007 under the auspices of the UN Department of Peacekeeping Operations (DPKO). UNAMID has the protection of civilians as its core mandate but is also tasked with contributing to security for humanitarian assistance, monitoring and verifying implementation of agreements, assisting an inclusive political process, contributing to the promotion of human rights and the rule of law, and monitoring and reporting on the situation along the borders with Chad and the Central African Republic (CAR).

Mission headquarters is in Zalingei, the capital of Central Darfur. Mission sector facilities are located in El Fasher, Khartoum as Liaison office and other team sites with further deployment locations throughout the three Darfur states.

UNV, by agreement with the UN Department of Field Support (DFS) and Peacekeeping Operations (DPKO), deploys UN Volunteers to support DFS/DPKO peace operations in a range of countries. Within this framework, UNV maintains a Field Office to support UNAMID (a joint African Union United Nations peacekeeping operation with a mandate to work mainly in Darfur) as well as a Field Office in UNDP Khartoum that supports other UN organizations in Sudan. This assignment is specific to UNAMID where approximately 68 UN Volunteers are serving in support of the Mission mandate.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the supervision of Chief of Ration Unit, the Rations Assistant will carry out the following duties:

- Assist in the development, review, monitoring, assessment, and management of outsourced rations services supporting specific mission-wide operations under purview of the Life Support Section, including but not limited to canned, dry, fresh and frozen food rations, and catering.
- Assist in the implementation of the quality assurance programs for the rations contract specifically for all food commodities.
- Coordinate weekly food deliveries to contingents.
- Compile and analyze troop strength reports to determine ration requisitions for each period and forward to HQ.
- Examine, verify, and review the rations contract terms to ensure that food supplied by the Contractor conforms to the UN rations standards.
- Monitor shipments of incoming containers and inspect the rations on arrival including accompanying documentation as required, i.e. health and safety certifications to conform to WTO/WHO and EU standards.
- Conduct regular inspections/site visits at the Contractor’s facility (warehouse & vehicles) to ascertain cleanliness, validation and warranty of fresh, frozen and dry items and subsequent submission of reports to Chief Rations Unit.
- Conduct follow-up inspections to ensure compliance with directives/ instructions given during previous inspections.
- Conduct scheduled and unannounced inspections at all Unit/Contingent’s rations stores, reefers, kitchens and dining halls to ensure compliance with ration management guidelines and procedures, hygienic and safety standards of both food handlers and equipment.
- Ensure delivery note data are entered in a timely manner into the respective data bases to achieve invoice verification.
- Responsible for ensuring that Rations and Rations Packs are of an acceptable quality and safe to consume. Ensure Rations Packs and bottled water are managed and stored as per requirements and remain all the time fit for consumption.
- In conjunction with the Force Medical Officer (FMO) plan the conduction of programmed inspections in all contingent’s food rations stores, kitchens and dining facilities to ensure compliance with ration management procedures, hygienic and safety standards of food handlers, equipment and facilities.
- Assist in verifying initial requisitions received from contingents and submit the revised initial requisitions to the Rations Headquarters (HQ).
- Ensure that verification and information updates collected during physical inspection or handover are properly recorded.
- Develop and implement capacity development and knowledge sharing program with appropriate national colleagues.
Qualifications/Requirements

- Report all asset discrepancies
- Willingness to accept short term assignments in Port Sudan and all Darfur Regions.
- Develop and implement capacity development and knowledge sharing program with appropriate national colleagues.
- Perform other relevant duties as assigned by 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

At the end of the contract, the UNV Rations Assistant will have:

- Analyzed all requisitions to ensure that they contain no errors
- Maintained combat ration packs database with 100% accuracy
- Achieved observable improvement in the hygiene conditions of contingent kitchens
- Produced a final statement of achievements towards volunteerism for development during your 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

Required Degree Level
Secondary education

Education - Additional Comments
High school diploma or equivalent. Technical training in procurement, logistics, purchasing food items, distribution, catering, food science or related field is highly desirable.

Required experience
36 months

Experience Remark
A minimum of three (3) years’ experience relevant to rations operations with various stakeholders

Language
- English (Mandatory), Level - Working Knowledge

Area of Expertise
- Other premises management/maintenance, supply, or purchasing related experience Mandatory

Area of Expertise Requirement
A minimum of three (3) years’ experience relevant to rations operations with various stakeholders
Need Driving Licence: Yes

Competencies & Values:
- Accountability
- Adaptability and Flexibility
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

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 (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.

**Application Code**

SDNR000312-7485

**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.

Doa.apply_url  
https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDMxMg==

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.*