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>United Nations Children's Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>2</td>
</tr>
<tr>
<td>Duration</td>
<td>4 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-09-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kadugli [SDN]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Assignment is non-family.

Living Conditions

The UNICEF office in Kadugli is composed of 21 staff. The UNICEF office is located nearby the main souk and has a guest house for female staff. The UNV will find suitable accommodation in Kadugli. There are many UN agencies and NGOs with offices and residences in Kadugli and colocation with UN / NGO staff is possible. The general security situation in South Kordofan is relatively stable while unpredictable, mainly due to the transition period, tribal conflict and armed conflict. The security risk level is 4. Out of the 17 localities of South Kordofan, 14 localities are accessible and 3 aren’t accessible. Prior to conduct mission, security authorization is obtain from the Department of Security and Safety of the United Nations.

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

**Assignment Title**  
Programme Monitoring Officer

**Organizational Context & Project Description**

The overall goal of the UNICEF 2018-2021 programme of cooperation in Sudan is to support a more equitable development for children while also protecting the fundamental rights of all children recovering from the effect of conflict and natural disasters. UNICEF’s major programmes consist of Education, Child Protection, Health, Nutrition, and Water & Environmental Sanitation, with Communication for Development, HIV/AIDS and Adolescence mainstreamed.

To strengthen UNICEF’s implementation and results, programming is being further decentralized with increased community level engagement and stronger field offices. UNICEF Sudan has 6 field offices, 3 sub-offices and 3 outposts; 8 of these are strategically located in States currently in humanitarian crisis. The continuing decentralization process is accompanied by efforts to further strengthen the chain of command and the fulfilment of responsibilities and accountabilities at all levels.

UNV Strategic Framework 2014-2017, Outcome 1, Output 1.2: “Volunteerism is integrated within UN entities’ programming through the implementation of UNV-UN partner joint programmes/projects in four priority areas: (a) youth; (b) peace building; (c) basic social services; (d) community resilience for environment and disaster risk reduction”

**Sustainable Development Goals**

5. Gender Equality

**Task description**

Within the delegated authority and under direct supervision of the Planning, Monitoring & Evaluation Officer, the incumbent is responsible for the accomplishment of the stated key end-results by providing professional expertise and assistance in planning, monitoring, evaluating of projects and programme.

- Timely monitor, measure changes and assess the impact of the programmes and policies through field visit and remote monitoring following UNICEF and its partners’ interventions.
- Timely monitor the outcome and output achieved through partnerships (NGO, line ministries and donors)
- Review progress reports submitted by partners and advise on how to enhance monitoring and reporting
- Conduct in presence and remote monitoring activities for at least 25% of the time
- Assist the PME officer to implement the PME annual work plan
- Support the programme colleagues to develop their yearly and quarterly plan of activities for planning, monitoring and evaluation. Ensure relevant with HACT assurance activities.
- Follow-up on the achievements of annual work plan and micro plan
- Close monitoring of the system covering programmatic visits, action points, trips registry and reports uploaded.
- Compile and verify reports (progress and programmatic report) and ensure that the reports are comprehensive and reflects findings and results.
- Contribute to monthly key performance indicators report and quarterly SitRep
- Assist the PME Officer to ensure that proper planning and monitoring plan have been developed and implemented.
- Participate actively in office meetings and take lead in all issues related to PME.
- Any other 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**

20 Aug 2020
As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:

- All or most of activities implemented by Implementing Partners (NGO, line ministry, third party) and funded by UNICEF are properly monitored and reported.
- All results have been recorded in terms of quality, cost and timelines and recommendations shared with the programme officers and partners.
- All programmatic visits are conducted, assigned action points are closed, and reports are developed and uploaded.
- In collaboration with PME and staff sections, proper plans are developed and followed.
- 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>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
</table>

**Education - Additional Comments**

- Bachelor’s degree in Social Sciences, Economics, Demography, Statistics, socio-economic research, Communications or a related technical field.

**Required experience**

24 months

**Experience Remark**

- At least two years of professional work experience in Project Management, including monitoring and reporting, research, data analysis and management. Experience in an international organization working in Sudan is desirable;

**Language**

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

**Area of Expertise**

- Monitoring and evaluation Optional

**Area of Expertise Requirement**

- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- Familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural environment.
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.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Application Code SDNR000315-7611

Application procedure

T. +49 (0) 228-815 2000 A. PO Box 200111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 3rd September 2020.

doa.apply_url https://vmam.unv.org//candidate/show-doa/U6ROUjAwMDMxNQ==

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.