

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000360--Programme Coordination Officer

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

Country of Assignment	Sudan
Host Institute	United Nations Children's Fund
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	El Fasher [SDN]
Assignment Place	Non-Family Duty station

Assignment Place Remark

All youth Assignments are without family

Living Conditions

Sudan is a unique country and Darfur 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

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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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Qualifications/Requirements

Organizational Context & Project Description

UNICEF is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, health care and education. UNICEF has spent nearly 70 years working to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policy makers to help all children realize their rights—especially the most disadvantaged.

Sudan, surrounded by the Central African Republic, Chad, Egypt, Ethiopia, Eritrea, Libya and South Sudan, positioned next to East, West and North Africa, is surrounded by complex conflicts in an unpredictable, volatile and rapidly evolving region. Sudan is by size the third biggest country in Africa, with a diverse population of around 42 million people. Sudan's children make up half of the total population, and the past two decades have seen their lives significantly improve: fewer girls and boys are dying before their fifth birthday, primary school attendance is increasing, immunization coverage is high and the country remains polio free. Still, millions of children continue to suffer from protracted conflict in Darfur, the Kordofans, and Blue Nile, from seasonal natural disasters, malnutrition and disease outbreaks, and from under-investment in basic social services. More than three million of Sudan's school aged children are not in the classroom. UNICEF has been in Sudan since 1952 and continues with a presence in 12 of Sudan's 18 states

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Under the overall supervision of Head of Office, the UN Volunteer Programme Coordination Officer will be responsible for:

- Produce and maintain relevant information products, like information reports, databases, basic and thematic maps; and support the preparation of periodic reports on sector activities at national and state level as required;
- Timely monitor and measure changes at the state level, with the participation of relevant partners; and provide data to the Sector and national partners to facilitate planning; assess the impact of the programmes and policies; and report on the progress being made;
- Support in coordination meetings in aspects related to information management; and contribute to strengthen management of sector information databases and systems;
- Ensure that Sector Performance is systematically monitored and data for key Programme and management indicators reports are collected, analysed and made available to the field office management;
- Any other work-related duties that may be assigned from time to time.

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

- Accomplishment of the stated key end-results by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring;
- Preparation of reports, communications and partnerships with specific focus on routine and administrative data collection, for better

- preparedness, targeting and coordination of effective humanitarian responses
- Effective coordination and working relationships with internal and external counterparts are kept maintained for advocacy, information sharing and knowledge networking
- All existing regional projects follow corporate quality and transparency requirements in a timely manner
- 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Social Sciences, Development Planning, Planning, Evaluation, Statistical Research or related fields

Required experience 24 months

Experience Remark

up to 2 years in programme development and implementation including monitoring, evaluation and reporting activities

Language

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

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

- 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

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity

- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

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) 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.

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](#))

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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 SDNR000360-8607

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.

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

Application deadline:02 -02-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDM2MA==>

Disclaimer

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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.

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