

Descripción de la asignación de voluntarios NU SDNR000364--External relations and reporting analyst

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

País de la asignación	Sudan
Agencia / Entidad Anfitriona	United Nations Population Fund
Categoría de Voluntariado	International Youth
Número de Voluntario	1
Duración	12 meses
Posibilidad de extensión	Sí
Fecha de Inicio Esperada	Inmediatamente
Lugar de Destino	Khartoum [SDN], Remotely
Lugar de Asignación	Lugar de Destino Apto para Familias

Observación sobre el lugar de asignación

The Volunteer will be working from home country

Condiciones de vida

The volunteer will be working remotly

Detalles de la Asignación

Título de asignación

External relations and reporting analyst

SP Contexto Organizativo & descripción del proyecto.

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

The UNFPA Country Programme for Sudan (2018 – 2021) integrates an approach that seeks to strengthen the resilience of communities and institutions and invest in disaster risk reduction and emergency preparedness as a critical component to prevent and respond to the risks faced by the population, particularly women and youth

The UNV will be supporting the UNFPA Sudan Country Office. Under the direct supervision of the Program Associate in the Management Support Unit, the UNV will be responsible for tracking deadlines for donor reporting, and to support drafting and dissemination of reports, including by collecting supporting evidence, consolidation of information, editorial work, and formatting. The incumbent will also provide support for the implementation of UNFPA's resource mobilization initiatives, advocacy, donor relations and dissemination of information utilizing multimedia tools. The External Relations and Reporting Analyst will work in close collaboration with the Management Support Unit and with the Communications team. S/he will have to progressively develop a good understanding of the technical aspects of UNFPA Sudan portfolio including of Gender Based Violence, Sexual and Reproductive Health and Population Dynamics, in order to convey the information effectively to a non-technical audience.

Sustainable Development Goals

5. Gender Equality

Descripción de la tarea

Within the delegated authority and under the supervision of the MSU Program Associate or his/her designated mandated representative(s), the External Relations and Reporting UNV will:

1. Support the oversight of quality donor reports through substantive inputs and editing, focusing on achievement of the following results:

- High-quality donor reports produced according to the standard UNFPA formatting and style, customized to donor interests and requirements
- Technical units responsible for drafting and reviewing donor reports informed in a timely fashion of specific issues that require re-drafting of the donor report
- Any Cover letter to the donor report drafted, summarizing achievements of the reporting period, commenting on future plans
- Success stories, project/program results and other outcomes of special interest or note identified and brought to attention of supervisor and management for advocacy and donor relations purposes
- other related tasks as may be required or assigned by the supervisor.

2. Manages the process and flow of donor reporting and other donor-related matters, including support to donor relations and fundraising, focusing on achievement of the following results:

- Efficient and effective production of quality donor reports in a timely fashion and with a results-based focus; reports issued on DARTS.
- Donor reporting systems regular updated and maintained; management of reporting infrastructure refined and strengthened;
- Donor report origination, review and clearances and sign-off on narrative report monitored for timeliness; liaison with Finance unit and alignment of financial reporting with narrative report
- Routine and extraordinary donor correspondence as needed, including acknowledgements for contributions and pledges, requests for no-cost extensions
- Monitor earmarking level of funding for UNFPA Country operation and ensure appropriate visibility for donor contributions in compliance with UNFPA guidelines and specific donor requirements.

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3. Support to strengthen internal donor reporting capacity, focusing on achievement of the following results:

- Donor reporting process codified, including areas of responsibility and timeframes for actions, in consultation with other responsible technical units; disseminated and updated, as necessary

4. Provides support to UNFPA's advocacy, and resource mobilization activities, focusing on the achievement of the following results:

- Editorial support to proposals, ensuring proposals are clear and technical input by GBV and RH and PD units is coherent and clear to a non-technical audience
- Management of proposal writing, including coordination of input by different technical units, finance and other
- Monitoring and tracking of proposals submitted to donors, and tracking newly-signed agreements; responding to capacity needs of information sharing and quality control to support improved and more coherent donor relations
- Assist in the dissemination of information to internal and external audiences, by keeping mailing lists up to date, and disseminating key documentation and information to support country operations and corporate communication processes and priorities.
- Promote visibility of UNFPA's work and donor support, and advocate for support for the people of concern through ensuring on-site visibility, external reporting and inputs for online/digital content (including leading and supervising multi-media production).

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.

Además de lo anterior, a los Voluntarios de la ONU se les insta a: • Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

Resultados / Resultados esperados

- As an active UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:
- Process and flow of donor reporting and other donor-related matters effectively managed, including support to donor relations and fundraising
- Internal donor reporting capacity defined and strengthened
- Targeted research on donors and supports donor analysis is performed
- Donor database managed and in donor reporting repository created
- 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

Cualificaciones/Requisitos

Nivel de Grado Requerido Bachelor degree or equivalent

Educación - Comentarios Adicionales

Bachelor's degree in a relevant area, e.g. Social Science, International Relations or other related area.

Experiencia Necesaria 24 meses

Comentarios sobre la experiencia

2 years of professional work experience at the international level or with international exposure. Experience within donor organizations is an asset, as is experience working in other UN agencies or other international development organization; previous experience with UNFPA is an added value.

Lingüísticas

- English (Mandatory) , Nivel - Fluent
- AND - Arabic (Optional) , Nivel - Working Knowledge

Área de Experiencia

- Resource mobilization, partnership and donor coordination Obligatorio

Requisito de area de experiencia

Necesita Licencia de Conducir No

Condiciones del servicio y otra información

Condiciones de servicio [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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of (choose from the drop down menu the appropriate rate here): US\$1,346. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable). A resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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)

Código de aplicación

SDNR000364-8597

Procedimiento para la aplicación

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.

Application deadline: 31 January 2021

doa.apply_url<https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDM2NA==>**Advertencia**

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratuitamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad

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