

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SEN000536--Programme Coordination Specialist

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	Senegal
Host Institute	United Nations Office on Drugs and Crime
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
Expected Starting Date	Immediate
Duty Station	Dakar [SEN]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Assignment for less than 12 months are non family duty station

Living Conditions

The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A). Dakar is a liveable city. The spontaneous reception and hospitality of the Senegalese is among the characteristic features of this West African country. The living conditions in Dakar are good, as well as the access to health services. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies but it is recommended to bring specific prescription drugs.

According to ANSD/RGPHAE 2013 official estimates, the population of Dakar metropolitan area reaches over 3,1 million people. The total population of Senegal is 13.508.715 inhabitants (ANSD 2013). Senegal is located on UTC/ GMT. Senegal has warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are on average around 30°C. Rainy season is in the northern hemisphere's summer/fall.

The currency used in Senegal is called Franc CFA (XOF). On 18 November 2016 the exchange rate is 1 USD = 617.521 XOF.

Many hotels, restaurants and businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. The accommodation facilities are in general good and the choice is wide. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

To enter Senegal, a valid passport is required. A visa may also be required depending on nationality. ECOWAS (Economic Community of West African States) nationals do not require a visa. Nationals of other countries should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and in other parts of the world issue visas.

The UNV Field Unit can provide assistance in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

Assignment Details

Assignment Title

Programme Coordination Specialist

Organizational Context & Project Description

- UNODC is a global leader in the fight against illicit drugs and international crime, and it is mandated to assist, in coordination with other agencies such as UNDP and IOM among others, Member States in their struggle against illicit drugs, crime and terrorism. The three pillars of UNODC's field office work are: Field-based technical cooperation to enhance Member States' capacity to counteract illicit drugs, crime and terrorism;
- Research and analytical work to increase knowledge and understanding of drugs, crime and terrorism issues, and to expand the evidence base for policy and operational decisions;
- Normative work to assist States in the ratification and implementation of relevant international treaties, and the development of domestic legislation on drugs, crime and terrorism.

Based on past achievements of UNODC in West Africa, on lessons learnt during the implementation of activities in the region as well as the outcomes of its predecessor, the UNODC Regional Programme (RP) for West Africa sets strategic priorities for the region for the period of 2016-2020 and highlights operational responses aimed at addressing security threats and reinforcing rule of law in the region. The RP also serves as a framework for action to support the Member States in achieving the new Sustainable Development Goals.

The position is located at the Regional Office for West and Central Africa (ROSEN) of the United Nations Office on Drugs and Crime (UNODC) in Dakar, Senegal. The International UN Volunteer will work under the direct supervision of the Deputy Regional Representative in the Coordination Unit.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Deputy Regional Representative, the UN Volunteer will undertake the following tasks:

Assist in the Coordination of the UNODC Regional Programme for West Africa (2016-2020):

- Liaise with relevant stakeholders to collect, analyze and disseminate data related to programme outcomes and outputs;
- Prepare various written outputs, e.g. background documentation, talking points, proposals, concept notes, analysis, reports,

inputs to publications, etc.;

- Participate in the monitoring and evaluation of the UNODC Regional Programme;
- Provide substantive inputs to the annual reports of the UNODC Regional Programme, including on the Sustainable Development Goals, Gender and Human Rights;
- Organize, participate in and provide substantive input to donor meetings and to the Steering Committee meetings of the Regional Programme;
- As part of a team, promote knowledge management to ensure access to best available expertise and facilitate organizational learning.
- Participate in the development of the new 2021-2025 Regional Programme for West Africa.

Assist in the Development of the UNODC Regional Programme for Central Africa:

- Ensure coordination and coherence in the delivery of UNODC's Programming in Central Africa.
- Administrative support of UNODC project offices in Central Africa (Bangui and Libreville).
- Preparation of a mapping of activities carried out in Central Africa.
- Prepare various written outputs, e.g. background documentation, talking points, proposals, concept notes, analysis, reports, inputs to publications, etc.;
- Furthermore, UN Youth 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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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 Youth 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

Support to Regional Programme Coordination

- Written outputs, e.g. background documentation, talking points, proposals, concept notes, analysis, reports, inputs to publications, etc. are produced.
- Reports on donor meetings and discussions are elaborated and updated.
- Reports on the Regional Programme are produced and published;
- Knowledge management database is developed and updated.
- 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

Master degree or equivalent

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Education - Additional Comments

Required experience 24 months

Experience Remark**Language**

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

Area of Expertise

- Development programme management Mandatory
- Development programme/project administration Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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 US\$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/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 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 periodic home visit and for the final

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repatriation travel (if applicable). 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

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.

Application Code SENR000536-7450

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: 29 September 2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDUzNg==>

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.

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