UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
SENRO000547--Special Assistant to the Team Leader/Director/ UNISS/ISU

General Information

Country of Assignment: Senegal
Host Institute: United Nations Development Programme
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: Immediate
Duty Station: Dakar [SEN]
Assignment Place: Family Duty Station
Assignment Place Remark: National

Living Conditions

The assignment will take place in the national capital, Dakar, a family duty station (H classification) with frequent missions in the Sahel region. Dakar is a livable city. The living conditions in Dakar are good and the social climate is calm. Senegal is an open country that benefits from the social stability resulting from the proper functioning of state institutions. Senegal also has a good level of infrastructure (e.g. roads) but the distribution of water and electricity can be unstable in Dakar and other cities in the country, forcing many officials to use generators.

Senegal is also a popular tourist destination. The welcome and spontaneous hospitality of the Senegalese are among the characteristic features of this West African country. The country is at the level of Security 2, which corresponds to "Bass", except for the natural region Casamance (administrative regions of Kolda, Sedhiou and Ziguinchor) where acts of banditry are often reported but also the presence of elements of the Movement of Democratic Forces of Casamance (MFDC) and unexploded ordnance (UXO). All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations while on assignment in Senegal.

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Robberies and burglaries are the main incidents against United Nations personnel. There is no right of R and R in Senegal. Access to health services in Dakar is good. Yellow fever vaccine is mandatory and vaccination cards must be presented at the entrance. Vaccines against meningococcal meningitis and hepatitis A and B are also recommended. Basic medicines are available in pharmacies, but it is recommended to bring specific medications.

According to official estimates by ANSD / RGPHAE 2013, the population of the Metropolitan Area of Dakar reaches more than 3.1 million people. Senegal’s total population is 13,508,715 (ANSD 2013). Senegal has a warm climate and sunny days throughout the year, making it a comfortable place to be. Daytime temperatures average around 30 degrees Celsius. The rainy season is in the northern hemisphere in the summer/autumn. The currency used in Senegal is called the CFA Franc (XOF). As of October 17, 2018, the average exchange rate is 1 USD - 567,682 XOF. Many Senegalese hotels, restaurants and large companies accept major international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw money from ATMs found in all major cities.

Accommodation facilities are generally good, and the choice is wide. It is possible to rent unfurnished and furnished dwellings from 450 to 2000 USD. United Nations Volunteers can also co-rent and share private housing, which must comply with the Minimum Operational Housing Safety Standards (MORSS). Transportation in the city can be easily arranged by local taxis.

To enter Senegal, a valid passport is required. ECOWAS (Economic Community of West African States) nationals do not require an entry visa. Nationals of other countries may need an entry visa or a long-stay visa. They should contact the nearest Senegalese representative. Senegalese embassies and consulates in various West African countries and other parts of the world issue visas before travel.

The UNV field unit can help to reserve temporary accommodation for the first few nights at the expense of a United Nations Volunteer, which may or may not be extended at the discretion of the United Nations Volunteer until permanent accommodation is obtained.

Note: For all international travel to Senegal, a security clearance must be requested at least 7 days prior to travel.

Assignment Details

**Assignment Title**
Special Assistant to the Team Leader/Director/UNISS/ISU

**Organizational Context & Project Description**

In 2012 the UN Security Council adopted Resolution 2056 that requested the Secretary-General to develop and implement, in consultation with regional organizations, a United Nations integrated strategy for the Sahel (UNISS) region encompassing security, governance, development, human rights and humanitarian issues. Pursuant to the resolution, UNISS was developed and launched in 2013 with the aim of reducing the socio-economic vulnerability of the populations in the Sahel region. In 2017, following an internal review of UNISS, a recalibration of the strategy by the Regional United Nations Sustainable Development Group (R-UNSDG) with UNOWAS resulted in the elaboration of a United Nations Sahel Support Plan (UNSP) to better align UN’s collective support to address the needs and priorities of the people and Governments in the region.

The UN Support Plan (UNSP), which covers the period 2018-2030, serves as a vehicle for articulating and operationalizing the commitments of the UN system in the Sahel region and partners in the region. It builds on the progress achieved by UNISS to date, while re-aligning its focus with the Sustainable Development Goals (SDGs), the African Union’s Agenda 2063 and the core priorities of national and regional partners; especially in the areas of peace, security and development in the region. Through the UNSP, the UN commits to strengthen national and regional initiatives and to provide a platform through which the UN’s extensive regional expertise and capacities can be leveraged to deliver on the Secretary General’s vision for the Sahel. The Support Plan also represents a commitment to a new way of working in the region through better integration of its political, security, humanitarian and development efforts; stronger focus on inter-agency programming; pooling of technical resources in the region for scaling up UN’s support for the Sahel; and prioritizing cross border cooperation to address issues that transcend national boundaries.

To give effect to the ongoing UNS work in the Sahel region, in September 2019 the Executive Office of the Secretary-General, through the Deputy-Secretary-General, endorsed a proposal by the R-UNSDG to establish an Implementation Support Unit (ISU) to focus actions and UN system’s resources towards upscaling programme implementation efforts around four key bankable initiatives—Renewable Energy, Resilience, Governance and Economic revitalization through Climate Resilient Agriculture initiative.

ISU is augmenting its capacity to boost the overall implementation of the UNISS/UNSP by recruiting a qualified staff to provide high
quality executive-level support under the direct supervision and guidance of the ISU Team Leader/Director.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of UNISS/ISU Director or his/her designated mandated representative(s), the UN Volunteer Special Assistant will be part of the ISU team based in Dakar and she/he report to the Team Leader/Director. She/he liaise with key partners such as UNOWAS, UN Agencies, DCO, R-UNDG, etc. in discharging the following duties and responsibilities:

1) **Provides effective executive-level support to the ISU Team Leader/Director**

- Synthesizes and summarizes information for the Director to facilitate decision-making;
- Prepares and/or coordinates preparation of, substantive policy briefs, speeches and detailed presentations and other materials as needed for the Director's internal and external use;
- Facilitates the flow of communication between teams, particularly between Dakar, New York and regional entities to ensure establishment of efficient workflows;
- Manages the communication linkages within the ISU;
- Contributes to aligning business processes and the rationalization of workflows where needed;

2) **Manages the flow of communication and data in and out of the ISU and the efficient and strategic use of the Director’s time**

- Serves as the chief aide and liaison to the ISU Director and as primary manager of the director's daily agenda;
- Uses sound judgment to sort through issues requiring the ISU Director’s attention as well as other demands on the Director’s time, to prioritize decision-making by the ISU Director;
- Develops and maintains a tracking system to assist the ISU Director in following up on assignments and confidential correspondence;
- Liaises with ISU partners and other relevant parties to ensure proper coordination of and preparation for the Director’s official missions and visits;
- Prioritizes and coordinates travel plans for the ISU Director and oversees meeting arrangements;
- Drafts and/or assists in the drafting of correspondence at the request of the ISU Director for their clearance and signature;
- Staffs key meetings with/in support of the ISU Director and prepares relevant notes for file.

3) **Supports the ISU Director’s relations with UNWOAS, DCO, R-UNDG, and external partners**

- Prepares the ISU Director for core meetings by soliciting and compiling inputs and talking points;
- Manages and coordinates the ISU Director’s relations with other regional partners and initiatives;
- Manages the preparation of briefs, correspondence, and other documentation for the ISU Director ensuring quality control and timely submission;
- Supports the ISU Director in fulfilling corporate responsibilities related to new initiatives.

4) **Strategic planning**

- Initiates, plans and manages special assignments/projects for the ISU Director and serves as his/her representative at meetings with other counterparts for planning and coordination purposes;
- Organize and keep on track meetings minutes which involve the participation of the ISU Director;

5) **Knowledge development and management**

- Contributes to relevant UNISS pillar working groups;
- Stimulates the use of blogs, social media, community of practice to ensure wide dissemination of positions, events, debates on the topics covered by the ISU team;
- Ensures the continuous collation of lessons learnt and best practices in the areas of partnerships and communications for development;

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);

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Qualifications/Requirements

- 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

- As an active UNISS/ISU team member, efficient, timely, responsive, client-friendly and high-quality support rendered to R-UNSDG and its beneficiaries in the accomplishment of her/his functions, including:
  - **Innovation:** Ability to make new and useful ideas work.
  - Level 2: Analyzes complex technical materials (including data) and makes concise, relevant recommendations.
  - **Leadership:** Ability to persuade others to follow.
  - Level 2: Proactively identifies new opportunities and challenges
  - **People Management:** Ability to improve performance and satisfaction.
  - Level 2: Takes ownership of responsibilities
  - **Communication:** Ability to listen, adapt, persuade and transform.
  - Level 2: Understands, explains and shares information on assigned tasks with accuracy and clarity **Delivery:** Ability to get things done while exercising good judgement.
  - Level 2: Meets goals and timelines for delivery of products or services.

- **TECHNICAL/FUNCTIONAL**
  - **Client Orientation:** Contributing to positive outcomes for the client.
  - **Management support:** Ability to provide executive-level management support.
  - **Managing complexity:** Ability to effectively manage work-related complex situations.
  - **Brief and Speech Writing:** Ability to prepare quality briefs and/or speeches.
  - **External relations:** Ability to maintain, grow and develop relations with external partners

- 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

**Education - Additional Comments**
- Master’s degree or post graduate diploma in development studies, international relations, public administration, business administration, economics, law, social sciences or related field.
Required experience 60 months

Experience Remark

• Minimum of five years (5) of relevant work experience in national and international development or related fields;

Language

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

Area of Expertise

• Macroeconomics and public finance Mandatory
• Administration and administrative assistance Mandatory
• Other finance, economics and administration related experience Optional

Area of Expertise Requirement

• Demonstrated experience providing management advisory support in the United Nations system, NGOs, or public-sector organizations;
• Demonstrated strategic planning experience;
• Experience in inter-agency work in UN coordination would be an asset;
• Field or regional-level experience would be an asset.

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
• Knowledge Sharing
• Managing Performance
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Self-Management
• Technological Awareness
• Vision
• 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:


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 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 (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 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).

Application Code

SENRO000547-7758

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.

**Application deadline:** 30-09-2020

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/U0VOUjAwMDU0Nw==

**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.