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>Sierra Leone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>15-01-2021</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Freetown [SLE]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

The UNV will be based in Freetown; she/he will work in the Quality Assurance/Population & Data Unit, within UNFPA Sierra Leone. The post is office-based with travel to project sites/partner offices as well as to relevant meetings and conferences organized by the office.

Infrastructure, such as transportation and social services is poor in general. Amenities such as food, restaurants, and apartments, tend to be relatively expensive. Many UN staff choose to live in shared compounds or apartments. There are several reasonably stocked supermarkets in Freetown, as well as diverse local markets and it is possible to obtain most essential items. Freetown has several International schools one of which is the American International School. International staff members are expected to rent their own accommodation.

Electricity and water supply is not so good and shortages are frequent. Rented accommodation and hotels rely on generators and imported fuel. The major means of communication is by mobile phone including the UN agencies. Local sim cards and top-up units can be purchased easily in Freetown. Internet services outside the office can be challenging at times but it is improving. There are a few

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health facilities in Freetown that are providing services, but the UN staff and their dependents will have access to the UN clinic which is being managed by UNDP.

The climate is warm with dry and rainy seasons and at times extreme humidity.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Population Census Coordination Specialist</th>
</tr>
</thead>
</table>

**Organizational Context & Project Description**

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, the United Nations reproductive health and rights agency, is a principal actor and advocate that works to improve the health and well-being of all Sierra Leoneans, especially women and girls. UNFPA has been operating in Sierra Leone since 1971. UNFPA provides the Government and other partners with comprehensive technical support to implement programmes and improve knowledge on sexual and reproductive health; gender equality; adolescents and youth and population issues. In Sierra Leone, UNFPA is working with Statistics Sierra Leone to improve population data and to strengthen the institution’s research capabilities.

Sierra Leone conducted its first population count in 1802, in what is now the Western Area of the country. However, the first modern population census which covered the whole country was conducted in April 1963, and since then, four more censuses have been undertaken in December 1974, December 1985, December 2004 and December 2015. Constitutionally, the next census is due in 2025.

The Sierra Leone Housing and Population Census, PHC (2015) collected a number of demographic and socio-economic characteristics and indicated a total population of 7,092,113. While analytic reports of the census have been published, Statistics Sierra Leone (Stats SL) – the national statistics bureau, recently cited major gaps in the existing PHS (2015), with regards the enumerator areas (EAs), with particular emphasis of the type 3 EAs.

UNFPA together with the World Bank seeks to ensure that critical steps like pre-enumeration activities (among others), should be completed in advance of the field work.

To ensure quality technical support to the overall midterm census, UNFPA seeks a qualified and experienced candidate to closely work with Statistics Sierra Leone and other stakeholders, to ensure the smooth delivery of the census outputs.

The IUNV will work in the Quality Assurance Unit on population and data issues and will interface with relevant staff of Statistics Sierra Leone and the World Bank, for the purposes of technical coordination and collaboration.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task Description**

Within the delegated authority and under the direct supervision of the UNFPA Quality Assurance Specialist and overall guidance of the UNFPA Representative, the Population and Census Coordination Specialist UN Volunteer will:

- Liaise with relevant Statistics Sierra Leone officials and represent UNFPA in technical level discussions around the 2020 mid-term census and feedback to the Country Office.
- Ensure pre-enumeration and enumeration activities are on track and provide technical advice where necessary
- Develop/consolidate an action plan for support to the successful implementation of the mid-term census and post census work, updated with results achieved on a regular basis.
- Monitor and support Statistics Sierra Leone in the process of pre-enumeration, enumeration, cartographic, work, and compilation of census field reports.
- Coordinate, foster and strengthen strategic partnerships with UN agencies, and other relevant multilateral and bilateral organizations that are supporting the 2020 mid-term census in Sierra Leone.
- Establish good working relationships with officials of Statistics Sierra Leone and other local stakeholders in the 2020 mid-term census.
- Support the country office in other population and development work as assigned.
Any other related tasks as may be required or assigned by the supervisor.

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 Sierra Leone;
- 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 UNFPA team member, the Population Census Coordination Specialist will ensure efficient, timely, responsive, client-friendly and high-quality support is rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:

- Strengthened capacity to coordinate the 2020 mid-term census
- Pre-enumeration, enumeration, and cartographic work successfully accomplished within the designated timeframe
- Timely recruitment and training of enumerators
- Capacity of Statistics Sierra Leone strengthened through technical advisory services
- Lessons learned and best practices documented on the 2020 mid-term census
- Age, Gender and Diversity (AGD) is applied, integrated and documented in all activities throughout the assignment
- Technical support to identified areas of the country office’s population and development work
- 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

**Required Degree Level**

Master degree or equivalent

**Education - Additional Comments**

**Required experience**

60 months

**Experience Remark**

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
• Master's degree in social sciences, such as demography, statistics, economics or a related field.
• Demonstrated interest and/or experience in applied statistics, economics or demography
• Working knowledge in statistical packages such as SAS, Stata and SPSS
• Demonstrated knowledge in the use of GIS software such as ArcGIS or QGIS is an asset
• Familiarity with data collection and analysis using quantitative and qualitative methods
• Excellent verbal and written communication skills.
• Open to work remotely and to travel to rural communities
• Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with social media networks and office technology equipment.
• Demonstrated strong familiarity with UNFPA work on censuses and other development projects.
• 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.

Language
• English (Mandatory), Level - Fluent

Area of Expertise
• Statistics Mandatory
• Macroeconomics and public finance Mandatory
• Other finance, economics and administration related experience Optional

Area of Expertise Requirement

Need Driving Licence
No

Competencies & Values
• Accountability
• Adaptability and Flexibility
• Client Orientation
• Commitment to Continuous Learning
• Communication
• Ethics and Values
• Integrity
• Planning and Organizing
• Professionalism
• Respect for Diversity
• 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:

19 Oct 2020

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...
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**

SLER000072-8012

**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?

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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: 01-11-2020**

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doa.apply_url
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https://vmam.unv.org//candidate/show-doa/U0xFUjAwMDA3Mg==

**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.*