UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SOMR000509--Operations Assistant

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>Somalia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>Dept of Safety and Security</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Mogadiscio [SOM]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Non-Family Duty station</td>
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The UNV operations assistant will ensure trained and competent mission security personnel to meet operational and support needs of the security and safety service in Somalia.

Living Conditions

General: Mogadishu is the HQ of the Movement Control operation inside Somalia's mission area and is a non-family duty station. The UN Volunteer is subject to the overall direction and guidance of the UN Designated Official (DO) for security. The volunteer will be incorporated into all applicable security protocols and will be required to strictly adhere to the guidelines, security plans, and other directives issued by the DO. While in Somalia, the volunteer will be housed in the UN provided accommodation.

Accommodation: Due to the security situation in the Somalia mission area and coupled with the fact
that there is no living accommodation on the private market that meets minimum UN security and safety standards for UN personnel, expatriate personnel deployed to Mogadishu are provided secured UN accommodation in a camp-style environment, paid for by the UN Host Agency monthly. UN-provided accommodation is mainly equipped with minimum room furniture. The UN accommodation could be single or shared rooms with shared bath and toilet facilities. The UN provides power and water (including purified water) inside the camp to its occupants.

**Food and Diet:** There is no access to local markets in Mogadishu. There is a UN Contractor-managed dining facility inside the UNSOS Camp in Mogadishu, where food is provided at a cost by CIANO. Personnel may cook their meals at common kitchen buildings situated at convenient locations within the camp.

**Health:** Exposure exists for some tropical diseases. All medical formalities specified in the Offer or Travel Advisory should be completed before traveling. Yellow Fever vaccination is compulsory before coming to the mission area, while vaccinations for Hepatitis A & B, Typhoid, Tetanus/Diphtheria, Polio and Meningitis are recommended. Vaccination Card (yellow card) must be brought. Malaria prophylaxis is highly recommended. Due to a large number of various types of insects in the mission area, it is also recommended to use insecticide-impregnated nets and insect repellants. UN personnel have access during working hours to a Civilian Clinic inside the UNSOS Camp in Mogadishu.

**Rest and Recuperation:** International personnel, including UN Volunteers, working in UNDSS, are entitled to a 4-week Rest and Recuperation (R & R) cycle. This means that after every 4 weeks of being in the mission area, there is a break to travel to either Nairobi (UNSOS designated R & R location) or any other destination outside the mission area. The R & R entitlement consists of 5 calendar days R & R, with 2 travel days added, every 4 weeks. UN flights (UNSOS/UNHAS) from Mogadishu or any other deployed site in the mission to Nairobi and back to duty station can be used at no expense. However, accommodation, food, and other expenses while on R & R are borne by the individual. Approval of R & R is balanced against operational requirements.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Operations Assistant</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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Given the nature of our work and the challenging security environment in which the UN operates, a strong leadership and coordination mechanism is vital to enabling safe programme delivery. UNDSS provides critical advice and rapid decision-making capacity on UNSMS policy and operational issues to UNSMS members, senior United Nations management and personnel, including through leadership of the Crisis Operations Group, and/or Executive Group on Security.

On the ground, UNDSS coordinates all necessary requirements to enable personnel to deliver the UN
mandate safely, be it about training, programme assessments in support of the Security Risk Management (SRM) process, budget preparation, or security logistic

**Sustainable Development Goals**   16. Peace, Justice and Strong Institutions

**Task description**

Under the supervision of the principle security adviser (PSA) or his/her designated mandated representative(s), the UN Volunteer will perform the following tasks:

- Work on shifts in conjunction with other counterparts assigned to the Security Operations Center (SOC).
- Alert the supervisory chain immediately of any serious accident or incident.
- Maintain an accurate and updated log in the daily occurrences book of all reports received by the SOC.
- Report immediately all communications that are urgent in nature to the C-SOC, C-SIOC, DPSA-OPS and PSA in accordance with the magnanimity of the incident.
- Receive, process, record and disseminate all security related information to the appropriate locations through approved security channels.
- Monitor the SOC email in order to take timely action on all incidents and or requests;
- Process the Travel Request Information Process (TRIP) requests for travelers to Somalia;
- Direct physical security inspections of UN buildings and facilities.
- Serve as the first Security Point of Contact (POC) to all UN staff requiring security assistance.
- Ensure accurate and timely dissemination of alerts, incident reports and flash reports;
- Task, as required, FSCOs, appropriate response teams, the on-call SIU Investigator, Local Security Assistants, UNGU, etc.
- Direct and coordinate all responses carried out by the response teams, the on-call SIU Investigator, Local Security Assistants, UNGU, Premises Security and any other agencies that may be required during crisis situations.
- Direct and coordinate all responses to incidents reported from a UN compound.
- Maintain an Occurrence Log focused on actions taken during incidents that are reported to the Operations Duty Officers.
- Maintain 24/7 radio and telephone communications with all UN Security Base Stations, Regional UNDSS Offices, Security Officers, as applicable.
- Work closely with the FSCOs in the field and international and national interlocutors in the verification and exchange of information.
- Maintain all relevant maps, and contact lists for key personnel, security staff, Area Security Coordinators (ASCs), Senior Management and emergency services providers.
- Prepare a draft security situation reports based on reports received at the SOC and providing them to the C-JOC before 0700 hours daily.
- Draft and compile the Weekly SITREP in consultation with SIOC-I.
- Ensure authorization for staff travel.
- Responsible for supervising of the drafting of the daily incident reporting
- Manage the GIS situational map plotting;
- Keep the SIU informed in the event of any emergency. Conduct handover and brief all reports and occurrences to the relieving Operations Duty Officer and the SIOC-I
- Perform any other duties as assigned by the C-SOC, C-SIOC, DPSA Operations, CSO/DPSA and/or PSA.

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

- Trained and competent mission security personnel to meet operational and support needs of the security and safety service in Somalia.
- Successfully provides security and other field mission staff to have adequate security-related knowledge and skill to work in actual or potential challenging security environments.

- 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

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<tr>
<th>Required Degree Level</th>
<th>Secondary education</th>
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<td>Education - Additional Comments</td>
<td>A minimum of six years with high school diploma.</td>
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<td>Required experience</td>
<td>36 months</td>
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<td>Experience Remark</td>
<td>Responsible experience in the military, police or security management is required; A minimum two years of experience in security operations centres or similar within a military, police or security</td>
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organization is required; At least one year experience and exposure at the international level and in a conflict or post conflict environment is required.

- A minimum of three (3) years of relevant experience in the Security operations, security risk assessment, standard operating procedures, physical security, coordination with local authorities and law enforcement agencies, emergency communication system, crisis management, security staffing in post-conflict and multicultural environment are desirable

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Police, protective and security services Mandatory
- Other security and protective services experience Optional

Area of Expertise Requirement

Security operations, security risk assessment, standard operating procedures, physical security, coordination with local authorities and law enforcement agencies, emergency communication system, crisis management.

Need Driving Licence

No

Competencies & Values

- Accountability
- Building Trust
- Commitment to Continuous Learning
- Communication
- 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:

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**

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: SOMR000509-6500

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: 17-03-2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/U09NUjAwMDUwOQ==
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.