UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SOMR000511—Reporting Officer

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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in Somalia</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>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Mogadiscio [SOM]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

General: Mogadishu being the HQ of UNSOM is a non-family duty station. Accommodation: Due to the security situation in UNSOM 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. The UN-provided accommodation is essentially equipped with minimum room furniture. The UN accommodation could be single or shared rooms with shared bath and toilet facilities. Power and water (including purified water) is provided by the UN 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 UNSOM/UNSOA Camp in Mogadishu. The standard and quality of food is very limited with a
repetitious daily menu. Personnel may cook their own meals at common kitchen buildings situated at convenient locations within the camp.

Health: Exposure exists to a number of 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/Diptheria, Polio and Meningitis are recommended. Vaccination Card (yellow card) must be brought. Malaria prophylaxis is highly recommended. Due to 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 UNSOM/UNSOS Camp in Mogadishu. Rest and Recuperation: International personnel, including UN Volunteers, working in UNSOM mission area 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 (designated R & R location) or any other destination outside the mission area. The R & R entitlement consists of a 5 calendar days R & R, with 2 travel days added, every 4 weeks. UN flights 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 is borne by the individual. Approval of R & R is balanced against operational requirements. Somalia is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Reporting Officer
Organizational Context & Project Description


Sustainable Development Goals 16. Peace, Justice and Strong Institutions
Task description

Within the delegated authority and under the supervision of Director of Rule of Law and Security Institutions Group (ROLSIG) or his/her designated mandated representative(s), the UN Volunteer Reporting Officer will:

• Produces in a timely fashion a variety of written reports, in a clear and concise manner through good analytical and research skills;
• Evaluates and integrates information on ROLSIG area of work from a variety of sources;

• Critically analyses data as necessary and adapts to changes occurring in the work environment;

• Through review of information from different operational sources, assesses the important and impact of activities and events in ROLSIG areas;

• Provides inputs and consolidates inputs as required;

• Collects and consolidates reports, documents and others with the purpose of maintaining an organised filing and knowledge management system;

• Assists in establishing methods in the context of filing and creating a knowledge management system, for systematic classification, categorisation and retrieval of material available;

• Assists in implementing a communications strategy that generates support for ROLSIG work from external partners and other public information material;

• Fills in for the International UN Volunteer Planning Officer as required;

• When working with (including supervising) national staff or (non-)governmental counterparts, the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training;

• Any other related duties as may be required

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 UNSOM team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNSOM and its beneficiaries in the accomplishment of her/his functions, including: High quality written products (weekly situational reports, monthly reports and inputs to the Secretary General’s report);

• 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td></td>
</tr>
<tr>
<td>Advanced degree in International Relations, Political Science, Law, Communications, or related field; a first-level university degree or equivalent in combination with qualifying professional experience may be accepted in lieu of an advanced university degree;</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required experience</th>
<th>60 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Remark</td>
<td></td>
</tr>
<tr>
<td>• At least 5 years of progressively responsible experience undertaking operational and analytical working in the field of international affairs, international security, humanitarian affairs, development or journalism.</td>
<td></td>
</tr>
<tr>
<td>• Experience in field mission or equivalent experience is desirable.</td>
<td></td>
</tr>
<tr>
<td>• Working experience in the ROLSIG are of work is highly desirable.</td>
<td></td>
</tr>
<tr>
<td>• Public information and communication work experience is desirable.</td>
<td></td>
</tr>
<tr>
<td>• Excellent oral and written skills; excellent drafting, formulation, reporting skills</td>
<td></td>
</tr>
<tr>
<td>• Experience as a copy editor in English a requirement</td>
<td></td>
</tr>
<tr>
<td>• Accuracy and professionalism in document production and editing</td>
<td></td>
</tr>
<tr>
<td>• Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels</td>
<td></td>
</tr>
<tr>
<td>• Familiarity with tools and approaches of communications for development</td>
<td></td>
</tr>
<tr>
<td>• Ability to work and adapt professionally and effectively in a challenging environment</td>
<td></td>
</tr>
<tr>
<td>• Ability to work effectively in a multicultural team of international and national personnel</td>
<td></td>
</tr>
<tr>
<td>• Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet</td>
<td></td>
</tr>
<tr>
<td>• Familiarity with database management; and office technology equipment</td>
<td></td>
</tr>
<tr>
<td>• Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;</td>
<td></td>
</tr>
<tr>
<td>• Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; Sound security awareness; Have affinity with or interest in humanitarian relief, post conflict situations, volunteerism as a mechanism for durable development, and the UN System.</td>
<td></td>
</tr>
</tbody>
</table>

Language
- English (Mandatory), Level - Fluent

**Area of Expertise**
- Political affairs and political reporting Mandatory

**Area of Expertise Requirement**

**Need Driving Licence**  No

**Competencies & Values**
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism
- 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](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  SOMR000511-6504

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/U09NUjAwMDUxMQ==

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.