UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001348—Staff Welfare Officer


Informations générales

<table>
<thead>
<tr>
<th>Pays d’Affectation</th>
<th>South Sudan</th>
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</thead>
<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Mission in South Sudan</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>jusqu’au 30-06-2020</td>
</tr>
<tr>
<td>Possibilité de prolongation de contrat</td>
<td>Oui</td>
</tr>
<tr>
<td>Date présumée du début d’affectation</td>
<td>Remarque sur le lieu d’affectation</td>
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<tr>
<td>01-04-2020</td>
<td>This assignment is for non-family duty station.</td>
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<tr>
<td>Juba [SSD]</td>
<td>Lieu d’Affectation sans Famille</td>
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Conditions de vie

Living conditions vary between UNMISS duty stations. Each duty station where UNMISS has a field presence has basic residential camp facilities, which includes running water and electricity. Candidates should be aware that accommodation may be austere with the possibility of water shortages and power blackouts. On arrival in Juba accommodation will be on a share basis. Ablutions will also be shared. As the accommodation situation improves single unit accommodation, with an attached ablution, should
become available in all locations. Hard wall accommodation is available in Juba.

All UNMISS duty stations apart from Entebbe, Uganda are considered non-family duty stations. The security level of UNMISS duty stations is classified by the UN Department of Safety and Security (UNDSS) who will brief on arrival. A number of locations in South Sudan are prone to conflict.

Primary health care services (preventive and curative) are provided in 11 United Nations Owned Equipment (UNOE) Level-I clinics, 21 Contingent Owned Equipment (COE) Level-I clinics, 4 COE Level-II medical facilities within the mission area and the establishment of contractual agreements for Level-III and Level-IV care outside the mission area. The 4 Level-II facilities available in Juba, Bor, Malakal and Wau, run by the Troop Contributing Countries (TCC), take referrals from the Level-I clinics and provide hospital-based care.

The climate is tropical with a rainy season in many areas, which should normally span from around April to October. Ability to live and work in difficult and harsh conditions is essential.

Détails sur l'Affectation

<table>
<thead>
<tr>
<th>Titre de l'Affectation</th>
<th>Staff Welfare Officer</th>
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Contexte organisationnel & description du projet

UNMISS was established in 2011 under the auspices of the UN Department of Peacekeeping Operations (DPKO); subsequently, UNMISS mandate has been renewed through resolutions 2057 (2012), 2109 (2013), 2155 (2014), 2187 (2014), 2223 (2015), 2241 (Dec. 2015), 2304 (2016) and 2327 (2016).

Objectifs de développement durable
16. Peace, Justice and Strong Institutions

Description de l'action

Under the direct supervision of the Head of Welfare Operations, the UN Volunteer will undertake the following tasks:

- Assessing the welfare and recreation needs of all mission personnel (i.e. civilian and national staff; UN Volunteers; Uniformed Personnel) and responding appropriately to issues identified in collaboration with relevant internal and/or external stakeholders;
- Ensuring all personnel have access to welfare programmes, activities and services.
- Developing, organizing and implementing routine and non-routine social and recreational activities such as bazaars, food festivals, sporting events and competitions, tours/trips, movie nights, musical galas/Friday night events, recreational clubs, café/bars, choirs, karaoke sessions etc;
- Contributing to the development of the requisite welfare and recreation work plan for the MHQ with the focus on improving mission personnel’s quality of life in consultation/collaboration with all mission components (civilian staff, uniformed personnel and UN Volunteers), including UN Agencies, Funds and Programs and Peacekeeping Forces (TCCs) and/or Formed Police Units (FPUs) as...
appropriate;

- Fostering the establishment of the Mission Headquarters and Field Welfare Committees and Subcommittees and providing guidance in line with the relevant policy documents;
- Contributing to the proper management, maintenance and accounting of welfare assets and at the MHQ;
- Promoting staff awareness and participation in social and recreational initiatives through newsletters, pamphlets, brochures, information sheets, broadcasts, intranet, leaflets, posters and through active participation in the welfare committee at MHQ;
- Building the capacity of welfare committees and assisting individual clients in the development, review and submission of proposals for self-generated funds requests including reporting and accounting for funds disbursed;
- Contributing to the preparation and implementation of the Welfare Unit work programme and related budget while ensuring that financial resources are utilized for activities approved and in accordance with pertinent regulations, rules and mission directives on welfare;
- Contributing to the identification and compilation of welfare acquisition requirements through preparation of description of quantities, technical specifications, evaluation criteria, inspection of goods received, submission of discrepancy reports and performing technical evaluations;
- Liaison activities with UNMISS contractors, Juba based vendors, field welfare committees and internal section/units as well as TCCs and FPUs in support and realisation of welfare related measures carried out at field office locations and/or MHQ.
- Assisting in monitoring and evaluating the performance of UNMISS contractors under welfare umbrella such as cafeterias, tukuls, commercial internet service providers, welfare operated bars and canteens, PXs, etc.) with the aim to ensure mission expectation and standards and / or contractual obligations are met;
- Supervising and monitoring Individual Contractors engaged by the Welfare Unit;
- Performing regular visits to field office locations throughout the mission area with overnight stay;
- Performing other tasks as may be assigned by the Chief Welfare Unit.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre. • Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil. • Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus
• Wellbeing and welfare needs of personnel assessed and options implemented;
• Productivity, morale and team spirit of the mission personnel are improved;
• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

Qualifications / Exigences

Domaine de qualification: Bachelor degree or equivalent

Niveau de qualifications - autres commentaires:

Degree level: Bachelor’s degree

Type of Degree: Arts/Science, Psychology, Sociology, Physical Education, Business Administration or similar discipline;

Expérience Requise: 60 mois

Remarques sur l'Expérience:

Years of work experience: A minimum of five years’ professional experience in planning / organising and implementing events and large-scale multi-cultural sporting, recreational, or other stress alleviating programmes required; experience in administration / logistics / acquisition / service delivery or supply chain management in an international or large scale organization will be an advantage.

A minimum of two years proven professional working experience in an international and multi-cultural environment outside the country of origin is required.

Linguistiques:
• English (Mandatory), Niveau - Fluent

Domaine d'expertise:
Conditions de service et autres informations

Conditions de 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$ 1,631. 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.

**Code d'application**

SSDR001348-6284

**Application procedure**

* Not yet registered in the UNV Talent Pool?

Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 25/02/2020

**doa.apply_url**

[https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTM0OA==](https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTM0OA==)

**Avertissement**

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.