UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001357--Site Planner Associate

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>South Sudan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National 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>Juba [SSD]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</table>

Assignment Place Remark

This is Family Duty Station.

Living Conditions

- The political context of South Sudan remains unpredictable following the 15 December 2013, armed violence that erupted in the capital city of Juba and has quickly spread through the country, affecting four of the country’s ten states, namely Jonglei, Upper Nile, Unity, and Central Equatorial States. Since December 2013, the conflict has devastated the lives of millions of South Sudanese and displaced more than 2 million people. About 1.5 million of them have been displaced internally in South Sudan and over 500,000 are refugees in neighboring countries.

- Juba is a family duty station.
Assignment Details

Assignment Title
Site Planner Associate

Organizational Context & Project Description

UNHCR is mandated agency to provide international protection and solutions to refugees, and refugee returnees (See ExCom Concls. Nos. 18 (XXXI) (1980); 40 (XXXVI) (1986); 74 (XLV) (1994); and 101 (LV) (2004), and UNHCR Handbook on Voluntary Repatriation: International Protection, Geneva, 1996”. In South Sudan, UNHCR has been monitoring South Sudanese Spontaneous refugee returns since November 2017, and after the Signing of Revitalised peace agreement in November 2018, been working with Government of South Sudan’s Relief and Rehabilitation Commission (the RRC) to monitor Refugee returns across South Sudan. Where as UNHCR maintains a non return advisory policy as conditions for dignified and sustainable returns are not yet safe, UNHCR recognises the right of refugees to return to their homes, and have continued to monitor conditions in which the refugees are spontaneously returning to. In 2019, UNHCR through partnership agreement with Government’s RRC and 07 Local and International NGO partners deployed enumerators across 36 strategic border points and return corridors as well monitoring and assessing conditions in return areas. UNHCR provides capacity development of the partner staff and government officials to enhance protection monitoring and assessments. The UNV National Position is central to the organisation’s approach to capacitate national teams capable of responding to continued and expected increase in refugee returns, particulary when peace holds.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Senior Field Coordinator-UNHCR South Sudan Operation ,the national UN Volunteer-Engineer will undertake the following tasks:

- Responsible for surveying,assessments and preparing the bills of quantities, drafting drawings in AUTOCAD,material specification lists and other technical documentation related to design, cost estimation and implementation of quick impact infrastructure projects (including but not limited to Drinking water supply projects,Rehab of Schools,Health facilities,Road/street networks,Community centers,Shelters,WASH Interventions ) as recommended by the Senior Field Coordinator UNHCR SSD Operations
- Supervise and monitor technical and engineering components of the various proposed Quick impact projects being implemented in various field locations
- Track progress of the QIPs project regularly for maintaining and updating the Community Based QIPs infrastructure projects databases, progress matrices (on weekly basis,monthly basis)
- Support the Implementation of the projects/schemes funded by UNHCR SSD Operations, ensure regular monitoring, identify bottlenecks/issues and follow-up visits for rectification, as needed.
- Track physical progress of schemes/projects, identifying the delayed projects for the attention of Senior Field Coordinator UNHCR-SSD.
- Additional duties as assigned.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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

- Preparation of BOQs/Drawings for various quick impact projects identified for various communities across South Sudan
- Submission of monitoring supervision reports including detail back ground of projects, beneficiaries details, impact, pictorial evidence
- Updating the QIPs projects databases on weekly basis with a quick progress analysis and tentative completion dates

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
• 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>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>B. Sc Civil Engineering</td>
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<table>
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<tr>
<th>Required experience</th>
<th>24 months</th>
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<tbody>
<tr>
<td>Experience Remark</td>
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</tbody>
</table>

- At least 2-3 years of experience working as Field/Site Engr or Monitoring Engineer preferably in NGO/UN System/donor funded projects
- Knowledge of the UN system and the humanitarian infrastructural works
- Strong written and oral presentation skills
- Solid understanding of basic principles of Management Information System, monitoring & community based infrastructure implementation
- South Sudanese National
- Having enough understanding of the South Sudanese local context, construction trends and knowledge of construction materials availability in the various locations
- Self-motivated and ability to work independently as well as being part of a team

**Language**
- English (Mandatory), Level - Fluent

**Area of Expertise**
- Civil engineering and construction supervision Mandatory

**Area of Expertise Requirement**
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Self-motivated and ability to work independently as well as being part of a team

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Communication
- Creativity
- Empowering Others
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness

**Conditions of Service and other information**

**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service:**

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.
For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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 and official processes;

- 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;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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 SSDR001357-6381

Application procedure

Apply online. Click https://vmam.unv.org/

*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 [SSDR001357](https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM1Nw==) Site Planner Associate— 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 [SSDR001357](https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM1Nw==) Site Planner Associate to which you would like to apply.

Please note this is a national position and only South Sudanese national are eligible to apply.

Note the last day for application is 28-Feb-2019 at 23:59 AM.

doa.apply_url [https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM1Nw==](https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM1Nw==)

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.