Descripción de la asignación de voluntarios NU

SSDR001367--Facilities Management Assistant

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

<table>
<thead>
<tr>
<th>País de la asignación</th>
<th>South Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>United Nations Mission in South Sudan</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>hasta 30-06-2021</td>
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<tr>
<td>Fecha de Inicio Esperada</td>
<td>Inmediatamente</td>
</tr>
<tr>
<td>Lugar de Destino</td>
<td>Juba [SSD]</td>
</tr>
<tr>
<td>Lugar de Asignación</td>
<td>Lugar de destino no apto para familias</td>
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</tbody>
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Observación sobre el lugar de asignación

Assignment is non-family duty station

Condiciones de vida

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.

Detalles de la Asignación

Título de asignación  Facilities Management Assistant

SP Contexto Organizativo & descripción del proyecto.


Sustainable Development Goals  16. Peace, Justice and Strong Institutions

Descripción de la tarea

Under the direct supervision of International Facilities Manager Officer in charge of Camp Management, the UN Volunteer will undertake the following tasks:

- Receives and process accommodation requests for new arrivals, visitors and UN staff on mission/TDY/TJO, etc;
- Ensures that the accommodation allotment to any staff member is done through a laid down mission procedure, in a transparent manner with no discrimination to any staff and that the waiting list for the allotment is correctly prepared, monitored and strictly followed;
- Informs new staff members and Camp visitors of Rules, Regulations and Policies related to the Camp staff accommodation;
- Develops, updates, monitors and maintains accommodation database. Ensure all check-in/checkout information are up to date for all staff categories in the mission;
- Receives and process demands from clients for the repair, replacement and fresh issue of accommodation items to staff accommodation;
- Ensures that all staff members accommodation is properly checked at the time of staff checkout to see that all UNMISS inventory items are complete and in working condition. Damages if any are
- Prepares and submits accommodation forms/occupancy reports to Rent Recovery Cell for timely rent recoveries;
- Archives in hard and soft copies all information related to staff accommodation for future audit services;
- Establishes and maintains solid communication and working relationship with AMU stakeholders (Facilities Management Unit, Engineering Section and GITTS) to manage and maintain staff accommodation;
- Identifies and manages clients issues/problems as they arise and determines appropriate action;
- Analyzes, reviews and improves existing practices, policies, procedures and plans to improve AMU operational activities;
- Performs any other task assigned by the supervisor and/or Chief AMU.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:

• Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos conmemoración del Día Internacional del Voluntariado (DIV);
• Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión;
• Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente;
• Contribuir con artículos/criticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU;
• Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU;
• Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

**Resultados / Resultados esperados**

• Accommodation management and support is professional, well organised, efficient, timely and in accordance with rules, regulations, mission directives and best practices;
• The development of capacity through coaching, mentoring and formal on-the-job training, when working with national staff.

• 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

**Cualificaciones/Requisitos**
Nivel de Grado Requerido
Secondary education

Educación - Comentarios Adicionales

- High School Diploma or equivalent is required;
- Diploma or Technical certificate in Hotel Management is desirable.

Experiencia Necesaria 60 meses

Comentarios sobre la experiencia

- A minimum of five (5) years of progressively responsible experience in Facilities/Camp Management, administrative services or related area is required;
- Experience with the United Nations or NGO preferably in Africa would be an added advantage.

Lingüísticas

- English (Mandatory), Nivel - Fluent

Área de Experiencia

- Facility, camp and compound maintenance and management Obligatorio

Requisito de área de experiencia

- Solid computer skills, including full proficiency in various MS Office applications (Excel, Word etc.), as well as database management.

Necesita Licencia de Conducir Sí

Competencies y Valores

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Condiciones del servicio y otra información

Condiciones de servicio

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.

Código de aplicación SSDR001367-6590
Procedimiento para la aplicación

* 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.
Application deadline: 25-03-2020

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTM2Nw==

Advertencia
El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificados/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.