UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001367--Facilities Management Assistant


Informations générales

Pays d’Affectation
South Sudan

Agence/Institution hôte
United Nations Mission in South Sudan

Catégorie de volontaire
International Specialist

Nombre de Volontaires
1

Durée
jusq’au 30-06-2021

Date présumée du début
Immédiate

Lieu d’Affectation
Juba [SSD]

Lieu d’Affectation sans Famille station

Remarque sur le lieu d’affectation
Assignment is non-family duty station

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.

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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

Titre de l'Affectation  Facilities Management Assistant

Contexte organisationnel & description du projet


Objectifs de développement  16. Peace, Justice and Strong Institutions
durable  Description de l'action

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 reported and cost recovered from the respective staff member;
- 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 determinate appropriate action;
- Analyzes, review and improves existing practices, policies, procedures and plans to improve AMU operational activities;
- Performs any other task assigned by the supervisorand/or Chief AMU.

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 do-cumentation 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 activi-tés 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 par-ticipation dans les réflexions substantielles.
• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la pu-blication 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

- 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 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 / Exigences

Domaine de qualification
Secondary education

Niveau de qualifications - autres commentaires

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

- 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.

Linguistiques
- English (Mandatory) , Niveau - Fluent

Domaine d’expertise
- Facility, camp and compound maintenance and management Obligatoire

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

Permis de Conduire exigé
- Oui

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

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
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.

**Code d’application**

SSDR001367-6590

**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:** 25-03-2020

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM2Nw==](https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM2Nw==)
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.