UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001374--Training 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

Country of Assignment | South Sudan
Host Institute | United Nations Mission in South Sudan
Volunteer Category | International Specialist
Number of Volunteer | 1
Duration | until 30-06-2021
Expected Starting Date | Immediate
Duty Station | Juba [SSD]
Assignment Place | Non-Family Duty station
Assignment Place Remark

Assignment is non-family duty station.

Living Conditions

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-IIIi care outside the mission area. The 4 Level-II facilities available in Juba, Bor, Malakal and Wau, run by the

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

Assignment Details

Assignment Title: Training Officer

Organizational Context & Project Description

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), 2392 (Dec. 2017), 2406 (Mar. 2018).


Task description

Under the direct supervision of Chief Integrated Mission Training Centre (IMTC), the UN Volunteer will undertake the following tasks:

- Coordinating the formulation of the Mission Training Budget as well as tracking training expenditure in different sections;
- Coordinating the design, development, delivery and evaluation of training and development programmes with Military, Police, other mission functions and UN Country Team to ensure an integrated approach to and encompassing a range of activities including, inter alia, technical and substantive training;
- Overseeing development and implementation of National Capacity Building programme for South Sudanese staff;
- Coordinating staff development programmes and supporting the implementation of a National Staff Capacity Building Programme;
- Developing strategies to effectively and efficiently meet training timetable needs;
- Conducting Training Needs Analysis (TNA) to be used in developing Mission annual training plan to enable development of comprehensive training and development programmes that address performance gaps;
- Identifying, advising and overseeing the development and implementation of Development and Training Initiatives and Programmes offered by Training Section;
- Monitoring and evaluating all training initiatives and programmes and recommending improvements and revisions to meet changing and specific needs of the mission;
- Partaking in the preparation, coordination and management of mission training budget in consultation with Chief IMTC to ensure budget preparation and utilization is done in accordance with Results Based Budgeting (RBB) principle to achieve mission training priorities;
Facilitating procurement activities of training services for IMTC and relevant sections.

Undertaking all actions required in Designing, Developing, Delivering and Evaluating training and development programmes for civilian field staff;

Taking the lead in developing and upgrading relevant training materials;

Evaluating the effectiveness of the training;

Building capacity of National Staff working in Training Section through coaching and mentoring initiatives;

Collaborating with other mission functions including the mission gender advisor, HIV/AIDS advisor, staff counselor and other UN agencies to ensure that cross-cutting issues are incorporated in the design of training and development programmes.

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

- 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 capacity development activities and transfer of skills to national personnel during the assignment;
- 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.

- 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
Qualifications/Requirements

**Required Degree Level**
Bachelor degree or equivalent

**Education - Additional Comments**
- A degree in Education or Social Sciences or Human Resources Management.

**Required experience**
60 months

**Experience Remark**
- Minimum 5 years (for Bachelor degree) and 2-3 years (for Master degree) of progressively responsible experience in design, delivery and evaluation of training programme involving large audiences.

**Language**
- English (Mandatory), Level - Fluent
- AND - Arabic (Optional), Level - Working Knowledge

**Area of Expertise**
- Vocational education and training, and management training Mandatory

**Area of Expertise Requirement**
- Solid computer skills, including full proficiency in various MS Office applications (Excel, Word etc) and other IT applications and office technology equipment;
- Certification in ICDL and/or Microsoft Applications is desirable;
- Fluency in English Language both oral and written is required; Knowledge of another UN official language is an advantage;
- Demonstrated knowledge in training administration;

**Need Driving Licence**
Yes

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.

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 SSDR001374-6687
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: 08-04-2020
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.