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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Juba [SSD]</td>
</tr>
</tbody>
</table>

**Assignment Place**

Non-Family Duty station

**Assignment Place Remark**

Non-Family Duty station

**Living Conditions**

South Sudan is a difficult duty station, which is classified as a non-family duty station. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime issues. There is basic infrastructure in the capital city Juba and the country. UNDP has residential compounds. There are also several hotels that are approved by the UN for accommodation.

There are several mobile telephone companies providing services and SIMs can be easily bought with credit vouchers. There are no fixed telephone lines.

There are restaurants serving food from different regions of the world. Markets and shops are fairly well-stocked with food items, clothes and other household goods. There are also local markets for vegetables and other farm produce. The cost of living is generally high as almost all of the goods are imported.

There are local banks dealing in both local and foreign currencies. Credit cards and travelers checks are mostly not accepted.
Assignment Details

**Assignment Title**

Knowledge Management/Monitoring and Evaluation Officer

**Organizational Context & Project Description**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) in South Sudan has been implementing the Strategic Note (SN) (2019 - 2021) that targets 2 key Result Areas: (1) norms, policies and standards to set the foundation for gender inclusive peacebuilding, and (2) post-conflict reconstruction and transitional justice and strengthening women’s economic empowerment through the Peace Agreement in South Sudan. In addition to the normative work and work in Women, Peace and Security, UN Women in South Sudan also works with key partner agencies to strengthen gender awareness in humanitarian response, as well as to reverse harmful gender norms that make women and adolescent girls vulnerable to gender-based violence.

The IUNV – Knowledge Management/Monitoring and Evaluation Officer will be responsible for UN Women’s knowledge management, monitoring, evaluation and reporting work. This will include leading knowledge management and information sharing initiatives, ensuring compliance with corporate programme and project management requirements and supporting effective monitoring and reporting.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of the Deputy Country Representative, the UN Volunteer will undertake the following tasks:

1. **Lead knowledge management and information sharing initiatives:**
   1. Develop and implement the Knowledge Management Strategy to share public information, good practices and lessons learned across relevant communities of practice (COP), stakeholders and academia in collaboration with other partners in the UN system;
   2. Conduct research for knowledge needed for effective advocacy of the UN Women Country Office (CO)’s programme and gender equality and women empowerment overall;
   3. Provide technical support to the programme team to produce knowledge products;
   4. Identify and form lessons learned from evaluations and studies to be integrated into broader CO’s knowledge management;
   5. Facilitate programme team’s application of best practices and advocate the CO’s successful experiences in results-based monitoring and evaluation as well as substantive areas of expertise through global knowledge networks;
   6. Manage a presence on UN Women’s SharePoint, internet pages and social media with a focus on internal and external knowledge sharing, partnerships and COP.

2. **Ensure compliance with corporate programme and project management requirements (including planning, monitoring, evaluation and research plan, results management system (RMS), donor agreement management system (DAMS) and LEADS):**
   1. Coordinate and support Result Based Management (RBM) and M&E based programme and project formulation including annual work-planning and reporting exercises in line with UN Women corporate requirements, the CO’s SN and Annual Workplans;
   2. Maintain, coordinate and ensure compliance of the programme and project setup and in Atlas and other corporate systems (such as RMS, DAMS, LEADS, etc.) and provide accurate and timely input information into these systems as required.

3. **Effective monitoring and reporting of the country programme and related projects:**
   1. Establish and manage internal systems for effective and efficient programme and project monitoring and reporting, both internal to UN Women and for Implementing Partners;
   2. Monitor on a regular basis country programme including annual and quarterly reports, ongoing monitoring of overall financial status of country programming;
   3. Undertake regular field visits to ensure compliance and timely execution of the planned monitoring and evaluation by various programme team and partners;
4. Support the programme staff with effective use of tools and methodologies for planning, monitoring and reporting;
5. Ensure that projects are set up in line with approved project documents, all Atlas attributes are created accordingly and maintained regularly;
6. Provide technical advice and support at the design stage of programmes/projects to facilitate monitoring during programme implementation;
7. Develop, update, manage and monitor monitoring frameworks for the key programme cycle documents such as the UN Cooperation Framework, and SN, and participate in the UN M&E Working Group;
8. Ensure Quarterly monitoring in RMS are done timely and accurately;
9. Support to value-for-money monitoring, including tracking of resources towards outcomes;
10. Coordinate timely and appropriate reporting.

4. Implementation and management of audit and evaluation policies, strategies and processes:
1. Direct responsibility and accountability for planning, management and oversight of thematic, country programme/project evaluations and other types of evaluations conducted in the CO;
2. Keep track of all planned activities in the monitoring, evaluation and research plan (MERP) ;
3. Follow up on implementation of evaluation recommendations. Ensuring the optimal use of evaluations by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication plan;
4. Serve as the CO focal point to the Evaluation Unit in the Regional Office;
5. Develop evaluation tools and processes, innovative approaches in evaluation that meet the requirements of UN Women and train staff and partners to use it;
6. Promote evaluation standards, quality assurance/control and capacity development in the CO;
7. Provide evaluation feedback into policy/project/programme design, including comments on various documents.

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

IUNV Monitoring, Evaluation and Reporting will produce the following results.

- UN Women Country programme is compliant with corporate programme and project management requirements (including planning, Monitoring, Evaluation, Knowledge Management Strategy, Research Plan, RMS, DAMS and LEADS);
- Partnership and resource mobilization enhanced through effective monitoring, evaluation, reporting and knowledge products;
- Implementation and management of evaluation policies, strategies and processes;
- Building and sharing knowledge on monitoring and evaluation enhanced;
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- UN Women is a recognized hub of knowledge on achieving gender equality and women’s empowerment at country level;

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>Master degree or equivalent</th>
</tr>
</thead>
</table>

**Education - Additional Comments**

T. +49 (0) 228-615 2000  A. PO Box 200111, 53113 Bonn, Germany
F. +49 (0) 228-615 2001  W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Master’s degree (or equivalent) in social sciences, M&E, gender/women’s studies, international development, public policy, international relations.

Required experience 60 months

Experience Remark

1. At least 5 years of work experience in gender related field and a previous experience in working in a post conflict situation preferable. Experience in South Sudan will be a value added;
2. Work experience in the field of communication, electronic knowledge network, monitoring and evaluation and project management;
3. Knowledge of methodologies and best practices for promoting gender equality, equity and women empowerment in general and in South Sudan in particularly;

Experience working within the UN is an asset.

Language

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

Area of Expertise

- Development programme management Optional
- Monitoring and evaluation Mandatory
- Knowledge management, archiving and documentation Optional

Area of Expertise Requirement

1. Work experience in the field of communication, electronic knowledge network, monitoring and evaluation and project management;
2. At least 5 years of work experience in gender related field and a previous experience in working in a post conflict situation preferable. Experience in South Sudan will be a value added;
3. Knowledge of methodologies and best practices for promoting gender equality, equity and women empowerment in general and in South Sudan in particularly;
4. Experience working within the UN is an asset.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Leadership
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information
Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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 (Roles and Responsibilities of Host Entities)**

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;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code** SSDR001405-7749

**Application procedure**

T. +49 (0) 228-815 2000  A. PO Box 200111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001  W. www.unv.org

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

16 Sep 2020
* 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: 30th September 2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTQwNQ==

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.