

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001464--Administrative 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 30-06-2022
Possibility of Extension	Yes
Expected Starting Date	05-06-2021
Duty Station	Juba [SSD]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Assignment is in a 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-III 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.

Assignment Details

Assignment Title Administrative 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), 2327 (2016/2392 (2017), 2406 (2018), 2418 (2018), 2428 (2018), 2459 (2019) and 2514 (2020).

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the overall direction of and reporting to the Head of Engineering Support Unit, responsibilities will include:

- Assist in daily routine administrative issues, such as, but not limited to: drafting memoranda, faxes, letters etc, making copies, following up on the progress of document submission and approval status, maintaining filing system and conducting archiving for all units of Engineering Section;
- Ensure all Engineering records, recruitment files, staffing tables and Organigrams are up-to-date;
- Prepare and process relevant documents for recruitments and extensions of contracts for international, national and UN Volunteers; assist with the succession planning of retiring/checking out staff members;
- Prepare regular and updated recruitment status for international, national and UN Volunteers and assisting/recommending on recruitment processes and procedures to Hiring Managers;
- Schedule and coordinate interview related activities for staff such as UN Volunteers and national staff; assisting with documenting UN Volunteers/National Staff recruitment interviews as and when required;
- Assist and advise newly arrived staff on pertinent administrative tasks prior to deployment such as accommodation requests, requests for equipment such as radio and computer, Geospatial, Information and Telecommunications Technologies (GITT) forms to accomplish, etc.;
- Monitor, prepare, review and submit Monthly Attendance records to Time and Attendance Unit;
- Prepare written responses to queries concerning Engineering and Human Resources related matters such as contract extensions, entitlements like home leave/family visits/ Education Grants, e-PAS, etc.;
- Assist in distribution of outgoing/incoming correspondences to various units of Engineering Section/concerned section and conducting follow through activities;
- Prepare supply/GITTS equipment requests, follow up on orders and deliveries;
- Assist and advise headquarters or field based Administrative/Team Assistants within Engineering section regarding human resource/administrative related duties;
- Manage, coordinate and advise staff on internal and external training requirements of Engineering section in coordination with the Integrated Mission Training Centre (IMTC)/training institutions such as fax confirmations, flight plans, travel requests, visa, other pertinent travel documents; preparing administrative and other training requirements for the regularly conducted Engineering conference or similar activities;
- Plan or organise meetings, conferences, VTCs and events for the section and preparing notes, minutes or reports as appropriate.
- Perform additional related tasks as and when required by the Chief Engineer or Deputy Chief Engineer relevant to the assignment.

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

- Responded efficiently and effectively with high quality support to UNMISS Engineering section, especially to the requirements of the Office of the Chief Engineer and Deputies through the required administrative and human resources related activities;
 - Prepared and provided pertinent human resources and administrative related documents, presentations necessary for Engineering related activities and projects;
 - Prepared and reviewed required daily, weekly, monthly and annual reports are submitted on time.
- 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Business Administration, Sociology, Management, Economics, Finance or other related field of study from an accredited and internationally or nationally recognized university.

Required experience 36 months

Experience Remark

- At least 3 years of progressively responsible experience in administration, management, human resources or related fields;
- Experience in a multi-national organisational environment is desirable;
- Excellent written and spoken English;
- Strong interpersonal skills, and ability to prioritise tasks, and handle confidential and sensitive material with discretion;
- Have a valid driver's license and proven ability to drive a manual 4x4 vehicle.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Administration and administrative assistance Mandatory

Area of Expertise Requirement

- Solid computer skills, MS Office applications (Excel, Word etc) and other IT applications and office technology equipment;
- Must have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System;

- Sound security awareness.

Need Driving Licence

Yes

Competencies & Values

- Accountability
- Communication
- Professionalism
- Working in Teams
- Integrity

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

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.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

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\$ 1,682. 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 SSSDR001464-8870

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 March 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTQ2NA==>

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.