

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CAFR000648--UNV Political Affairs 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	Central African Republic	
Host Institute	UN Mission in CAR	
Volunteer Category	International Specialist	
Number of Volunteer	2	
Duration	Until 30-06-2020	
Possibility of Extension	Yes	
Expected Starting Date	Immediate	
Duty Station	Assignment Place	Assignment Place Remark
Non-Family Duty station		Living Conditions

Central African Republic is a non-family duty station with a difficult security and working environment. Full compliance with security instructions from the UN Department of Safety and Security (UNDSS) must be observed throughout the assignment.

The country is landlocked with very limited travel possibilities and surrounded by countries with volatile and security problems (Chad, DR Congo, Sudan, South Sudan and Cameroon). Volatile socio-political situation and social unrest and grievance in particular in the capital city Bangui with frequent civil servants strikes causing interruption of health, education and civil service due to years of unpaid salaries. Power cuts are a norm causing insecurity in town. The population in Bangui including the expatriates is concerned about increasing cases of criminalities as a direct result of the March 2013 coup by the SELEKA – a coalition of rebel groups and the events in December 2013 that carried the country into a chaos. The country is totally dependent on Cameroon sea port situated 1500 km away causing regular

shortage of basic domestic goods. Travel time from Douala (Cameroon) to Bangui for a truckload averages a week because of very bad roads and several roadblocks. The country security level is between 3 and 5 restricting movement to

official travel only. Currently the curfew applies from 10 pm to 6 am. This situation puts tremendous stress on staff and their family members. There are very limited medical infrastructures and services do not function properly. Nevertheless, a UN Dispensary provides basic medical care for the UN personnel and the UN hospital built is operational since August 2014. Only four airlines officially recognized by UN System serve the country: Air France (once a week), Royal

Air Maroc (twice a week), Kenya Airways (three flights per week) and Asky (three flights per week). Flights are sometimes subject to cancellation when security situation volatility increases.

Personnel in Bangui (MHQ) lives on local economy by renting apartments and houses. Living conditions are acceptable. In comparison to 2014 more accommodation is available but with high costs therefore sharing is recommended. Supermarkets having all variety of food and appliances are available but costlier than normal process. Also Level II Hospital run by military medical team is available next to the MHQ.

Bria (Sector East HQ) is located in eastern CAR, approximately 600 Km from Bangui (capital city). Security situation is stable there, no need for an escort. MINUSCA has constructed tented camp for civilian personnel with air-conditioned and acceptable standards and prefabricated accommodation camps started in May 2016. Similarly, installation of office prefabricated units also ongoing. There is catering services provided by a commercial entity on payment basis also the local market is well furnished of basic goods and opened all the week. There is Level2+ fully equipped military hospital in the Bria Green field where all civilian, military camp components are situated.

Bouar (Sector West HQ) is located in western CAR, approximately 500 Km from Bangui where living conditions are quite acceptable. The local market is opened every day and well furnished with seasonal fruit and basic goods. Military Level I clinic exists but the mission has plan to provide better facility.

MINUSCA has constructed tented camp for civilian personnel with air-conditioned and acceptable standards and prefabricated accommodation camps started in May 2016. Similarly, installation of office prefabricated units also ongoing. There is catering services provided by a commercial entity on payment basis. The security situation is stable but an escort is needed for some distance.

Kaga Bandoro (Sector Centre HQ), is located in the centre is 320 Km far from Bangui and the same living conditions of Bria applies here. Rest & Recuperation (R&R) scheme in Bangui has been re-established since August 2013 and maintained for all CAR duty stations to a 6 weeks' frequency. Living conditions are becoming more and more difficult due to the high cost of living and the scarcity of basic products and food. Fresh vegetables and fruits are available in the market. There is no MINUSCA Guest House in Bangui. Private accommodation possibilities are limited and getting a house according to the security

measures can take about 4 weeks or more.

Nevertheless, currently all serving UN Volunteers have a decent accommodation ensuring minimum and above the minimum standard of comfort. The average cost for accommodation varies from around 500 USD, for a small apartment with no furniture and no power generator, to 1700 USD with all commodities. For the sake of rewarding experience, UN Volunteers in CAR carry out their duties with flexibility, commitment, and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

Assignment Details

Assignment Title UNV Political Affairs Officer

Organizational Context & Project Description

Concerned with the security, humanitarian, human rights and political crisis in the Central African Republic and its regional implications, the Security Council authorized on 10 April 2014 deployment of a multidimensional United Nations peacekeeping operation – MINUSCA, with the protection of civilians as its utmost priority. Its other initial tasks included support for the transition process; facilitating humanitarian assistance; promotion and protection of human rights; support for justice and the rule of law; and disarmament, demobilization, reintegration and repatriation processes. The newly established mission subsumed the UN Integrated Peace building Office in the Central African Republic (BINUCA) on the date of the establishment and has been set to take over authority in military and police matters from the African

Union-led peacekeeping operation – MISCA – on 15 September 2014.

(<http://www.un.org/en/peacekeeping/missions/minusca/>).

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

The UN Volunteer Political Affairs/Programme Officer will report directly to the Director of the Political Affairs Division or a designated officer and will be responsible for the following duties:

1. Strategic and operational planning:

- Advise PAD leadership on aligning the Division's strategic planning with Mission Mandate implementation;
- Help coordinate the implementation by the various PAD Units of the Mission Mandate;
- Conduct monitoring and evaluation to ensure that targeted tasks stipulated in PAD contribution to the Mission Mandate's implementation are reached;

- Support the development of PAD Unit's work plans and activities in line with best practices and PAD strategic objectives;
- Monitor and analyze political and security developments on a quarterly basis as per Results-based Budgeting and Mission Comprehensive Strategy review timelines;
- Support PAD contribution to the Mission's joint planning activities; and
- Handle all information and database management in relation to planning, monitoring, and reporting functions.

2) Results based budgeting:

- Oversee the timely development of PAD RBB framework;
- Draft the RBB's planning assumptions and logical framework for 2020/21, a tool for linking the Mission's outputs with its strategic objectives of reducing armed groups presence and supporting an inclusive peace process;
- Draft PAD's performance and progress reports, including on the political peace process and reconciliation;
- Assist PAD leadership in evaluating PAD's success in delivering on its planned outputs and expected accomplishments; and
- Highlight emerging issues and trends through data collection and analysis.

3) Act as a PAD focal point for the Mission's Strategic Planning Unit

- Maintain close and collaborative working relations with the Mission's Strategic Planning Unit, by providing an interface that facilitates information exchange, follow up on the discharging of agreed-upon taskings and expected results;
- Support the various PAD Units in the implementation of their programmatic activities, as required, in all the project cycle's phases; and
- Ensure output and reporting quality control on the use of programmatic funding by PAD's various Units.

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

- Efficient, timely, responsive, client-friendly and high-quality support rendered to the Political Affairs Division.

- Daily management of database on RBB and other planning tools;
 - Liaison between PAD leadership, the Strategic Planning Unit and/or other structures within the Mission, as required;
 - Follow-up and reports on RBB implementation;
 - A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- 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 Master degree or equivalent

Education - Additional Comments

Political science, international relations, international economics, law, public

administration or related fields. A first-level university degree (BA) in combination with qualifying

experience may be accepted in lieu of the advanced university degree

Required experience 36 months

Experience Remark

A minimum of three (03) years of progressively responsible experience in political affairs, diplomacy, conflict resolution, development, disarmament or related field, particularly in planning and monitoring

and/or project management.

Experience in international organization or nongovernmental organization- in a conflict or post-conflict setting is highly desirable.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - French (Mandatory) , Level - Working Knowledge

Area of Expertise

- Other rule of law or governance related experience Mandatory

Area of Expertise Requirement

Need Driving Licence Yes

Competencies & Values

- Planning and Organizing
- Professionalism
- Working in Teams

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\$ 1,631. 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

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We are inspiration in action

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

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 CAFR000648-4689

Application procedure

*** Not yet registered in the UNV Talent Pool?**

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?**

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: 16 June 2019

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.