

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GNBR000038--Associate Programme 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	Guinea Bissau
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-05-2018
Duty Station	Bissau [GNB]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Capital: Bissau; Population of Guinea-Bissau: 1.449.230 (45 % Muslims and 10% Catholic, 45% other), according to 2009 Population and Housing census.

Climate: Bissau aprox. 25°-30°; Rainy season from June to October

Health: The health sector is very precarious. The United Nations have their own health center for basic health care services.

Language: Official language: Portuguese; Spoken language: Creole; Working language at the United Nations: English and French.

Electricity and Communications: Some areas of Bissau have electricity nearly 24 hours per day, others depend on generators. There are several internet cafes in Bissau.

The country code is 245. MTN and Orange are the mobile phone companies in the country.

Money/Banking: There is access to banks and to 24/7 local ATM services.

Security: Although there is a certain political instability, the day to day life is calm. Neither the International Community nor the population of Guinea-Bissau is not affected the political instability. The UN staff members are equipped with Codan Radios (VHF) for communication with other UN staff members and UN Security Department.

Assignment Details

Assignment Title Associate Programme Officer

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. Guinea-Bissau is a country located on the West Coast of Africa (between Senegal and the Republic of Guinea-Conakry). Member of ECOWAS and other international organizations. It has signed, ratified and is engaged in the implementation of legal, institutional and programmatic instruments for the protection of the human person. In this particular case, the present Government is deeply engaged in the implementation of series of UN and OAU Conventions on durable solutions for refugees, stateless persons, immigrants, internally displaced persons, smugglers, trafficking in persons, protection of women and children in the domestic sphere, work and politics, among other engagements. Guinea Bissau presently hosts about 10,000 Senegalese refugees, arriving from the Ziguinchor and Kolda (former Casamance region)/Senegal. The refugees fled from the conflict between Senegalese army and the MFDC. This refugee population is considered as protracted cases since the majority has been in Guinea Bissau for more than 15 or 20 years, living among the hosting communities scattered in over 50 villages across Cacheu region situated 110 km from Bissau. The Office's activities in Guinea-Bissau are committed to the promotion of a favourable protection environment. In order to ensure sustainability and to create a positive environment for local integration, the Office works to empower the existing national structures, the National Commission for Refugees and Internal Displaced (CNRD), through capacity building activities and provision of technical support to the government and other stakeholders. UNHCR is continuously advocating for the access of POC to national services while supporting livelihoods projects to promote refugee's self-reliance. The strategy is to develop a local integration package focused on the naturalization of refugees willing to acquire the Guinean nationality through naturalization process. UNHCR also assists rural refugees and host communities in access to drinkable water, health, education, agriculture and income generating activities as well as urban refugees in education, etc. In order to promote social cohesion between locals and refugees, the Office supports the existing services and the Government's strategy to ensure that basic services are available to both refugees and host communities in urban and rural area. Finally, care for vulnerable cases in the rural area is also provided (through provision of NFIs, financial grants for income generating activities, etc).

Sustainable Development Goals 11. Sustainable Cities and Communities

UNV Focus Area Community resilience environment & disaster reduction

Task description

Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country;

Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters;

Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions;

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Assist in organizing a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners;

Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities;

Assist in training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme (RBM) management;

Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions;

Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects;

Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels;

Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level;

Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports;

Assist in monitoring compliance to the organization's resource allocation framework, providing support and assisting in corrective action where required;

Assist in establishing and handling Implementing Partners Reports.

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- 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 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

The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning;

IP (Implementing Partners) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures;

Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports;

Participate in UN and other fora on programme and technical issues as delegated by programme senior management;

Enforce compliance with UNHCR's global strategies, protocols and guidelines;

- 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

Type of Degree: University degree or equivalent in Business Administration, Law, Economics, Development, Social Science or related field.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Required experience

36 months

Experience Remark

Minimum 3 years of work experience relevant to the function, in programme management, monitoring and evaluation.

Desirable Qualifications and Skills:

- Previous field experience is an advantage;
- Familiar with UNHCR's RBM approach and use of project/software is an asset;
- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position;
- Good knowledge of UNHCR financial rules, procedures and processes is an asset;
- Knowledge of UNHCR specific programming tools (MSRP, Focus, etc.) is an asset.

Computer skills: Office Package (excellent knowledge of Word, good knowledge of Excel and Power Point) and Internet browsing.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Portuguese (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

Working knowledge of another relevant UN language or local language.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- 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.

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).

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\$ 1,602. 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 example, kindly enter the link [Calculator](#)

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.

Application Code GNR000038-2520

Application procedure

If you have not yet registered in the UNV Global Talent Pool, please apply by registering your profile at <https://vmam.unv.org/candidate/signup>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

If you are already registered in the UNV database, please update your profile at <https://vmam.unv.org/> Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

Female candidates are strongly encouraged to apply.

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

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

Application deadline: 25 March 2018

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.

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).