

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CIVR000128--Programme Support Assistant

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	Cote d'Ivoire
Host Institute	United Nations Environment Programme
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Expected Starting Date	10-08-2020
Duty Station	Abidjan [CIV]
Assignment Place	Family Duty Station

Assignment Place Remark

UN University Volunteer Assignments are always without family.

Living Conditions

Abidjan is the capital of Cote d'Ivoire in West Africa. With an estimated population of 4.395 million, it is also Cote d'Ivoire's largest urban area and city with over 20% of the country's entire population. Abidjan features a tropical wet and dry climate with a long rainy season from March to July, a short rainy season from September to December, and three dry months (January, February and August). Houses/Apartments are easily available and generally have electricity and running water, although this may not be 24hrs. Costs are reasonable, but vary per location. Upon arrival, you will reside in a hotel or apartment until you get permanent housing. The UNV Support Office can assist in helping you identify suitable housing. Common diseases are Malaria, Yellow Fever, Typhoid and Meningitis. It is recommended to consult a travel clinic for required vaccines prior to travelling. Foods and dietary needs of all kinds are found in the many supermarkets. There are marketplaces that cater in fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meats are also easily available.

Assignment Details

Assignment Title

Programme Support Assistant

Organizational Context & Project Description

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level and promoting the coherent implementation of the environmental dimension of sustainable development. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UN Environment's work is structured around six sub-programmatic themes, namely climate change, disasters and conflicts, ecosystem management, environmental governance, harmful substances and hazardous wastes, and resource efficiency.

UN Environment Africa Office is one of the six regional offices with a task of facilitating the relevant regional processes and coordinating coherent delivery of UN Environment's programme in the region. In this context, the Africa Office assists African governments and major stakeholders, and facilitates the coherent and coordinated delivery of UNEP's programmes and activities in the delivery of environmental capacity-building and technical support at all levels in response to national, sub regional and regional needs and priorities.

The West Africa Sub Regional Office was established in March 2015 in the context of strengthening UN Environment strategic regional presence and relevance with the purpose to contribute to enhancing the advocacy, coordinate the development of a strategy for the effective implementation of UN Environment programmes and projects in West Africa, in cooperation with governments and operational partners in the sub-region. The core functions include Political engagement and analysis and recommendations to inform decision-making processes; Programmatic collaboration; Strategic Partnerships and Networking with Governments, UN agencies, political and financial intergovernmental bodies; Resource mobilization; Communication and Outreach; and engagement in the UN coordination mechanisms, processes and platforms at sub regional and national levels.

Sustainable Development Goals

13. Climate Action

Task description

Under the direct supervision of the Head of UNEP West Africa Office, the UN University Volunteer will undertake the following tasks:

- Contribute to the organization and implementation of outreach and communication activities such as for the World Environment Day, World Oceans Day, World Day to combat Desertification, and UN Campaigns especially Beat plastic pollution, Breathe Life and Clean Seas
- Coordinate and prepare sensitization and awareness-raising activities targeting the youth, local communities and relevant parties
- Keep up to date the latest developments and initiatives of relevance (e.g. donor trends, new funding initiatives and environmental issues in the region)
- Support research and analysis to inform preparation of talking points, concept and briefing notes and other documentations as necessary
- Participate in day-to-day operational tasks of the office, such as serving requests for information, support for developing presentation
- Assist in the documentation and reporting on programme activities, writing meeting minutes, missions and reports
- Any other related tasks as may be required or assigned by the supervisor

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

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- Programme documentations and research strengthened
 - Effective partnership and collaboration within the team achieved and maintained for advocacy, technical cooperation, information sharing and networking
 - Diverse meetings, workshops and conference organized with high standards
 - Visibility, advocacy and communications tools strengthened
- 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

Secondary education

Education - Additional Comments

Currently studying towards a degree in International relations, development studies, business and public administration, environment, journalism or other relevant field.

Required experience

0 months

Experience Remark

- Demonstrated interest and/or experience in a field related to environmental affairs, international development, project management/assistance, communications in order to promote the Sustainable Development Goals;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Previous experience in an international environment would be highly preferred.

Language

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

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

Learning Expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence No

Competencies & Values

- Client Orientation
- Communication
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

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.

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) per month and is paid at the end of each month to cover housing, utilities,

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transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of (choose from the drop down menu the appropriate rate here): US\$990 The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). 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

CIVR000128-6778

Application procedure

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

Eligible candidates must be between 18 and 29 years of age and enrolled at a university throughout the assignment.

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Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 10 May 2020

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 2 and 19 June.

Pre-departure training in Korea

The selected candidate will be invited to attend a training prior to deployment. The training will take place from 20 to 31 July 2020.

COVID-19: The training and assignment start dates may be postponed due to the COVID-19 context.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/Q0IWUjAwMDEyOA==>

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.