



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### **Preamble:**

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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title:** UNV Civil Affairs Officer
- 2. Type of assignment:** National UN Volunteer
- 3. Project Title:** UNV Assistance to UNMISS, ID no. 00079362
- 4. Duration:** Initial contract duration is dependent on arrival date during the current budget cycle, but normally no less than 3 or more than 9 months, with subsequent 6-month contract extensions.
- 5. Location, Country:** Republic of South Sudan, various locations: Eastern Equatoria, Lakes, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Jonglei, Unity, Upper Nile States, Melut and Nasir
- 6. Expected starting date:** Immediate
- 7. Brief Project Description:** Support UNMISS mandate
- 8. Host Agency/Host Institute:** United Nations Mission in Republic of South Sudan (UNMISS)
- 9. Organizational Context:** UNMISS was established in 2011 under the auspices of the UN Department of Peacekeeping Operations (DPKO)

### **10. Description of Duties:**

Under the overall supervision of the Chief of Civil Affairs Division (CAD) and direct supervision of the international UNV Civil Affairs Officer the national UNV Civil Affairs Officer will provide all necessary assistance in implementation of the public information and outreach activities of CAD, as follows:

- Promoting the UNMISS Mandate and Civil Affairs to communities civil society organizations and government authorities aimed at creating stronger linkages among stakeholders, and between them and the Mission;
- Liaising with local partners, state authorities, academic institutions, non-governmental organisations, and professional organizations to enhance coordination of conflict management and local governance resources;
- Supporting the CAD in its efforts to strengthen state authority and local government in Area of Responsibility (AOR);
- Engaging in conflict mapping and analysis in AOR that will facilitate the updating of county profiles;
- Drafting daily and weekly reports and short/medium term work plans to be submitted to the Team Leader and State Coordinator;
- Assisting with the facilitation of local mediation and dialogue sessions;
- Supporting different fora including workshops to promote dialogue and reconciliation, aimed at fostering peace throughout Southern Sudan;



- Undertaking any other tasks as directed by Civil Affairs Team Leader.

### **Promotion of the UN Volunteer Programme mandate<sup>1</sup>**

UN volunteers are expected to integrate the UN Volunteers Programme mandate within their assignment as well as promote voluntary action through engagement with communities (urban & rural) during the course of their work. As such UN volunteers should dedicate a proportion of their working week to the following in support of and in synergy with their primary role as UNV Civil Affairs Officer.

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and building on traditional and/or local forms of volunteerism in the host country; Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.; initiating and/or participating in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible;
- Encouraging, mobilising and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discussing with supervisors on how volunteerism for peace and development can be mainstreamed through the assignment and integrate activities that promote volunteerism for peace and development into work plans;
- Assisting with the UNV ‘buddy programme’ for newly-arrived UNV volunteers.

Lastly, when working with (including supervising) national staff or (non-)governmental counterparts, the incumbent is strongly encouraged to set aside dedicated time for training and capacity-building.

### **11. Results/Expected Output:**

- A network of local partners dealing with conflict management and governance issues established;
- An updated conflict analysis in AOR produced;
- Updated county profiles for operational use and easy understanding of the background of the state and counties in the AOR maintained;
- A final statement of achievements towards volunteerism for development such as specific quantification of mobilized volunteers, activities and capacities built;
- Planning and reporting procedures in the Sector and County level established;
- Liaised with the Civil Affairs Team leaders for timely compilation and submission of short and medium-term work-plans and operational reports in the respective AORs to the Civil Affairs HQ;
- Conflict mediation/ facilitation, understanding and cooperation between parties established;
- Performance reviewed every 3 months by Civil Affairs management to ensure effective work contribution, as well as continued suitability.

### **12. Profile Requirements:**

#### **a) Qualifications, skills, experience:**

- University graduates in social sciences, political science, international relations, public administration, anthropology, law economics or related areas, retired civil servants and other professionals;
- At least two to three years relevant experience in coordination and liaison with partners and stakeholders;
- Experience working in conflict situations an asset;
- Working-level written and spoken English; Arabic (depending on areas of deployment); and local dialect/language of Southern Sudan;
- Basic computer skills, in various MS Office applications (Excel, Word etc) and other IT applications and

<sup>1</sup> The United Nations Volunteers (UNV) programme was created by the General Assembly (GA) in 1970 through GA resolution [26/59](#). Since then, UNV’s mandate has been expanded by GA resolution [31/131](#) in 1976, GA resolution [56/38](#) in 2001 and others in the follow-up to the International Year of Volunteers in 2001.



- office technology equipment;
  - 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.
- b) Competencies and values:
- Integrity and professionalism: high degree of personal initiative and willingness to accept wide responsibilities; ability to take ownership, and work independently under established procedures;
  - Accountability: ability to operate in compliance with organisational rules and regulations;
  - Planning, effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner, ability to establish priorities and to plan, coordinate and monitor work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
  - Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
  - Communication; proven interpersonal skills; good spoken and written communication skills; ability to persuade people with varying points of view and to present information in a concise and accurate manner; ability to convey difficult issues and positions to senior officials;
  - Flexibility and willingness to live and work in hazardous and remote places, involving physical hardship and little comfort, and including possible extensive travel within the Mission area;.
  - Commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

### **13. Living Conditions:**

Accommodation is arranged on a personal basis. The security level of UNMISS duty stations is classified by the UN Department of Safety and Security (UNDSS) who will brief on arrival. Some degree of medical service is provided in all UNMISS duty stations.

### **14. Conditions of Service:**

Contracts are issued for 6 months at a time (renewable depending on Mission mandate, operational necessity and satisfactory performance). Settling-In-Grant is provided if the duty station is different to the place of recruitment. Monthly Volunteer Living Allowance (VLA) is intended to cover housing, utilities, and normal cost-of-living expenses (US\$750.00 per month). Life, health and permanent disability insurance is included, as well as annual leave, and resettlement allowance.

A new Conditions of Service is due to be launched in 2012.

**Description of Assignment prepared by:** Civil Affairs Reports Officer

**Date:** 21 March 2012

**Description of Assignment approved by Field Unit:** UNV Programme Manager

**Date:** 22 March 2012