



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, 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

- 1. Country of Assignment:** Senegal
- 2. Agency Name/ Host Institute:** United Nations Office on Drugs and Crime (UNODC)
- 3. Volunteer Category:** International UN University Volunteer
- 4. Number of Volunteer:** 1
- 5. Duty Station, Country:** Dakar, Senegal
- 6. Duration (in months):** 5 months
- 7. Expected Starting Date:** 24 September 2018
- 8. Living Conditions:**

The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with frequent missions to the region. Dakar is a liveable city. The living conditions in Dakar are good and the social climate is calm. Senegal is an open country that enjoys social stability resulting from the smooth functioning of state institutions. Senegal is also provided with a good level of infrastructure (e.g. roads) but the distribution of water is electricity can be volatile in Dakar and other cities and towns of the country, requiring many civil servants to use generators.

Senegal is also a popular tourist destination. The reception and spontaneous hospitality of Senegalese are among the characteristic features of this West African country. The country is at the level of Security 2, which corresponds to "Low", except for the Casamance natural region (administrative regions of Kolda, Sédhiou and Ziguinchor) where acts of banditry are often reported but also the presence of Elements of the Movement of Democratic Forces of Casamance (MFDC) and unexploded ordnance (UXO). All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment to Senegal. Thefts and burglary are the main incidents against UN personnel.

The access to health services in Dakar is good. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies but it is recommended to bring specific prescription drugs.

Per ANSD/RGPHAE 2013 official estimates, the population of Dakar metropolitan area reaches over 3.1 million people. The total population of Senegal is 13.508.715 inhabitants (ANSD 2013). Senegal is located on UTC/ GMT. Senegal has warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are on average around 30°C. Rainy season is in the northern hemisphere's summer/fall. The currency used in Senegal is called Franc CFA (XOF). On 5 May 2017, the average exchange rate is 1 USD = 596.729 XOF. Many hotels, restaurants and large businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities.

The accommodation facilities are in general good and the choice is wide. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

To enter Senegal, a valid passport is required. ECOWAS (Economic Community of West African States) nationals are not required an entry visa. Nationals of other countries may be required an entry visa or long stay visa. They should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and in other parts of the world issue visas prior to travel.

The UNV Field Unit can provide assistance in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

Note: For all international travel to Senegal, security clearance must be requested a

minimum of 7 days prior to travel.

9. Assignment Type: **Family Duty Station**

Assignment Place Remark: UN University Volunteer assignments are always without family.

Assignment Details

10 Assignment Title: UN University Volunteer in Advocacy

11. Organizational Context & Project Description:

Support the UNDOC Regional Office for West and Central Africa (ROSEN) in the field of monitoring and reporting on SDGs and contribute to the outputs linked to resource mobilization, coordination, reporting and communication of the UNODC Regional Programme for West Africa 2016-2020.

12. Sustainable Development Goals: 16. Peace, Justice and Strong Institutions

13.UNV Focus Area: **Peace building**

14.Task descriptions

Under the direct supervision of the Deputy Regional Representative (DRR), the UN University Volunteer will undertake the following tasks:

- Assist the DRR in developing and implementing an office-wide monitoring and reporting framework for activities implemented in West Africa in the framework of the UNODC's Regional Programme for the region, with special attention to the integration of UNODC's SDG mandated areas (in particular SDG 16).
- Support monitoring, evaluation and reporting on UNODC ROSEN's contribution to meeting the SDGs with a focus on SDG 16.
- Assist preparation in advocacy and stakeholder dialogue in the framework of the Regional Programme, namely with government officials and law enforcement agencies in the region, other UN agencies, civil society, and other relevant partners.
- Support drafting concept notes, papers for funding, reports and other strategic documents in the fields of justice, law enforcement, terrorism and transnational organized crime (TOC) in West Africa region.

- Assist the DRR and the whole UNODC/ ROSEN team in engaging with prospective (new and existing) donors.
- To strengthen his/her own capacities and boost his/her experience as a volunteer, the selected volunteer is encouraged to be fully involved in the implementation of the Sahel program through:
 - Developing his or her knowledge of UNODC's mandate, of the international conventions it guards, on the technical assistance tools available to UNODC, and on the existing implementation programs for these tools;
 - An active participation with programme experts in the project cycle management, including definition of activities and mechanisms for their implementation and relation to global SDGs;
 - The analysis of its projects and their programming in a manner that allows the passage from a lower stage to a higher stage of implementation;
 - Capacity building of the program in terms of communications, through presentations to donors and other international partners;
- In addition, in order to meet the objectives of the UNV program, the chosen volunteer is called upon to participate in the dissemination of the culture of volunteering with the United Nations in the service of security and development in the world.

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.

15. Results/Expected Outputs

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 dur-

ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications / Requirements

16. Education – Required Degree Level: Secondary Education

Education - Additional Comments: Currently studying towards a degree in political sciences, social sciences, or other relevant field will be an asset.

17. Type of degree: N/A

18. Required Experience: minimum years of experience: **0**

19. Experience Description:

Demonstrated interest and/or experience (up to 2 years) in research and/or development will be an asset.

20. Language Skills: UNODC ROSEN being a regional office covering 22 countries and 3 languages (English, French and Portuguese), coordination and reporting work is conducted in mainly in English. Whilst the office is based in a French-speaking country (Senegal), the working language in the office mainly English. Coordination and reporting work, which is conducted in close relation with UNODC Headquarters in Vienna, is done solely in English. This position therefore requires fluency in English; knowledge of French or Portuguese is not essential.

21. Areas of Expertise: Development programmes, technical assistance and volunteer management

Additional Requirements for Area of Expertise: N/A

22. Need Driving License: No

23. Competencies and Values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.

- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: 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 (own) 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, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Conditions of Service and other information

24. Conditions of Service:

The duration of your assignment is 5 months.

A volunteer receives a Volunteer Living Allowance (VLA) per month and 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\$961. 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>).

Furthermore, UN University 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 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.

Name of Hiring Manager: Chantal Lacroix

Title, Department: Programme Coordination/Management

Date: 02/02/2018

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.