



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 Management and Communication

11. Organizational Context & Project Description:

UNODC is a global leader in the fight against illicit drugs and international crime, and it is mandated to assist, in coordination with other agencies such as UNDP and IOM among others, Member States in their struggle against illicit drugs, crime and terrorism. The three pillars of UNODC's field office work are:

- Field-based technical cooperation to enhance Member States' capacity to counteract illicit drugs, crime and terrorism;
- Research and analytical work to increase knowledge and understanding of drugs, crime and terrorism issues, and to expand the evidence base for policy and operational decisions;
- Normative work to assist States in the ratification and implementation of relevant international treaties, and the development of domestic legislation on drugs, crime and terrorism.
- The position is located at the Regional Office for West and Central Africa (ROSEN) of the United Nations Office on Drugs and Crime (UNODC) in Dakar, Senegal. The incumbent will work under the direct supervision of the AIRCOP Global Coordinator.

AIRCOP aims at strengthening the detection, interdiction and investigative capacities of participating international airports to enable beneficiary countries to tackle illicit trafficking, other forms of transnational organized crime and terrorism. This goal is to be achieved through the establishment of operational inter- agency task forces, the setting-up of secure and operational information networks in selected international airports as well as the capacity-building of the task forces, including through participation in joint operations. AIRCOP currently implemented in Africa, Latin America, the Caribbean and the Middle East and is globally managed from Dakar, Senegal.

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

Institutions

13.UNV Focus Area: Peace building

14.Task descriptions

Under the direct supervision of of the Coordinator of the Sahel Programme the UN University Volunteer will undertake the following tasks:

Programme Management

- Assist development and management of database(s) to collect monitoring information;
- Support liaising with relevant stakeholders to collect, analyse and disseminate data related to AIRCOP outcomes and outputs;

- Support producing analytical reports based on monitoring data;
- Collect and compile up-to-date background documents on the threats and trends in the different regions covered by AIRCOP
- Assist in preparation of various written outputs, e.g. concept notes, funding proposals, reports, inputs to publications, etc.;
- Support meeting arrangements and participating in the meetings related to AIRCOP management.
- Contribute to the organization of activities related to the implementation of AIRCOP (trainings, mentoring, global meetings, etc);

Communications

- Draft press releases and web stories;
- Assist AIRCOP website management and other social network presence;
- Monitor international and regional media, and regularly provide updates on relevant media coverage.
- Develop (as required) new communications tools (including digital tools) to reach out to relevant stakeholders;

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.
- When working with national counterparts, the UN Volunteers are strongly encouraged to dedicate time to mentor, train and develop the capacity of counterparts to help sustain development initiatives after completion of the assignment.

15. Results/Expected Outputs

Programme Management

- Database(s) to collect monitoring information;
- Analytical monitoring reports;
- Background documents available on the threats and trends in the different regions covered by AIRCOP

- Written outputs, e.g. concept notes, funding proposals, analysis, reports, inputs to publications, etc.;
- Contributions to AIRCOP activities

Communications

- Press releases and web stories;
- Updated webpage and other social media presence
- Press clippings
- New communications tools to reach out to relevant stakeholders;
- 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 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 during 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 law, political sciences, social sciences, public administration 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 the areas of programme management, monitoring, and communications / public relations will be an asset.

Working experience with the United Nations system is an advantage, as is experience in a developing country.

20. Language Skills: English and French are the working languages of the United Nations Secretariat. 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: Communication, mass media and art

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: Cecile Plunet

Title, Department: Programme Coordinator AIRCOP, Regional Office for West and Central Africa, UNODC

Date: 02/02/2018

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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.

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