

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NGAR000117--Programme Associate (Peace building and Conflict)

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	Nigeria
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-01-2021
Duty Station	Abuja [NGA]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The assignment will take place in the nation's capital, Abuja (Hardship classification C). With approximately 200 million inhabitants, Nigeria accounts for 47% of West Africa's population, and has one of the largest populations of youth in the world. It is a political federation that consists of 36 autonomous states, and a multi-ethnic and culturally diverse society. With an abundance of natural resources, Nigeria—Africa's biggest oil exporter—also has the largest natural gas reserves on the continent. Nigeria is located in West Africa on the Gulf of Guinea and has a total area of 923,768 km² making it the world's 32nd-largest country. It shares borders with Benin (773 km), Niger (1,497 km), Chad (87 km), Cameroon (1,690 km), and has a coastline of at least 853 kilometres. Nigeria lies between latitudes 4 and 14 N, and longitudes 2 and 15 E.

The country is viewed as a multinational state, as it is inhabited by over 500 ethnic groups, of which the three largest are the Hausa, Igbo and Yoruba; these ethnic groups speak over 500 different languages, and are identified with wide variety of cultures. The official language is English. Nigeria continues to face terrorist attacks in the northeast, a restive insurgency in the Delta region, and the perennial inter-communal violence across the middle belt. At the root of the security challenges are high levels of poverty, joblessness, growing numbers of unemployed frustrated youth, and the degradation of natural resources and climate stressors. Security level is generally stable in the Federal Capital however UN staff members are advised to stay only in assessed hotels. Assessed hotels list available with Agency Security Focal Points. The currency used in

Assignment Details

Assignment Title Programme Associate (Peace building and Conflict)

Organizational Context & Project Description

The Farmer-Herder Conflict remains one of the most challenging threats to peace, security and development in Nigeria, especially in the North Central Region ("Middle Belt") of the country, and adjacent States, particularly Benue, Plateau, Kaduna, Nasarawa, Taraba and Adamawa. The violence has exacted a heavy toll on thousands of people, frayed many of the connectors, especially inter-ethnic and inter-religious ones, at the local level. The socio-economic and developmental implications of the conflict is far reaching – affecting food basket of the country. The response to this violence, however, has remained overwhelmingly security-dominated – with limited capacity that includes structures and systems for preventative action through dialogue and consensus building. The crisis has highlighted a need to support affected states in enhancing and expanding upon the capacities to engage in this crisis in a proactive and preventive manner that leverages dialogue as a primary tool of mitigating the impact of the conflict.

In recognition of a growing need to provide a holistic response to the crisis, the Federal Government developed and launched the National Livestock Transformation Plan in January 2019. The framework provides a holistic approach to addressing this crisis, while aiming to lay the foundations for longer term security, peace and transformation of the livestock sector.

The United Nations with the technical lead of UNDP has scaled up its efforts to compliment Government's efforts to respond to this crisis, through two catalytic projects that target the states of Benue, Nasarawa and Taraba, both designed to address the farmer-herder conflict through enhancing preventive capacities, by promoting dialogue and proactive engagement; building mutually beneficial economic relationships between farmers and herders; improving the effectiveness of the security response through strengthened human rights monitoring and accountability; and providing an impartial and evidence-based narrative to defuse the politicized debate and help mobilize a broader response. This support is drawing on comparative mandates of UNDP, FAO, UN Women, UNHCR and OHCHR, in ensuring integrated responses to an otherwise complex development challenge – and in doing so contributing to the achievement of SDG's 11, 16, and 17.

Building on these catalytic investments and drawing lessons from the changing dynamics in the Middle Belt, UNDP is leading the process of designing a comprehensive offer for Peace and Governance to ensure coordinated and collaborative response to the complex needs in the region. To support this conceptual process and accompany implementation of ongoing projects, we seek the services of an International UNV with expertise in Peacebuilding and Conflict Prevention.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Programme Coordinator (International), the Programme Associate will undertake the following tasks:

The Programme Associate will work closely with the Programme Coordinator (PBF and HSTF) to support all team members in ensuring that results of the programme are well articulated; results are tracked and documented; and that both internal and external reports capture the actual changes that are happening with the programme interventions:

Ensures implementation of programme activities focusing on achievement of the following results:

- Support programme design and implementation;

- Contribute towards partnership building and knowledge generation;

- Serve as secretary at PMU meetings, follow up on communication with all partners (State government and CSOs);

- Provide programmatic and project support to ongoing implementation;

- Provide support to the design of workplans, activity reports, implementation of programme activities according to the technical, financial and administrative procedures prescribed in the programme document or by the Joint Steering Committee (JSC).

Participates in effective management of the Programme Management Unit focusing on quality control from formulation to implementation of the programme achieving the following results:

- Provide support of the mandatory and budget re-phasing exercises, closure of projects through review;

- Provision of operational and technical support to Implementing Partners, Responsible Parties, and relevant Government institutions and Development Partners as assigned, including facilitating development of workplans and timely submission of reports.

- Support management of programme resources, administration of accounts and budgets/expenditures;

- Support the design, monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions;

- Participate in project and programme audits;

- Provide support in the collection of inputs for reporting, support the collation, consolidation and review of quarterly, annual and other reports for donor reporting.

- Facilitate the documentation of Human-Interest stories/success stories and work closely with the Communications Unit to provide visibility for the programme/projects via UNDP's social media channels and traditional media.

Contributes to advisory services relevant to state institutions to ensure facilitation of knowledge building and management focusing on achievement of the following results:

- Sound contributions to knowledge networks and communities of practice;

- Professional growth through active learning.

- Support for possible collaboration between UNDP and Japan International Cooperation Agency (JICA) about the peacebuilding in the

Middlebelt region

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

Accomplishment of the stated key end-results by providing professional assistance in implementing the approved work-plan.
Preparation of regular reports, communications and partnerships with specific focus on routine and administrative operations in the project implementation and management.
Projects implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery, clear results and sustainability.
Effective coordination and working relationships with internal and external counterparts are properly maintained for advocacy, information sharing and knowledge networking
Ensure the achievement project milestones as required by the Programme Coordinator.
• 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

Bachelor's Degree in Peace Studies, International Development, Public policy, Social Sciences, Public Administration, International Relations or a related technical field is desirable.

Required experience 24 months

Experience Remark

2 years of relevant professional or volunteer work experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation or administration.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory
- Public information and reporting Mandatory

Area of Expertise Requirement

Development programme management

Reports and Briefs Writing

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Creativity
- Planning and Organizing
- Respect for Diversity
- 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:

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.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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We are inspiration in action

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

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) 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\$ 1,651. 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 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 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.

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)

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;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

NGAR000117-7638

Application procedure

Prerequisites

This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility here:

https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html

This is a UN Volunteer assignment and eligible candidates must be 25 years of age or older.

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, via competency-based interviews held via skype or telephone.

How to apply

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: 20 September 2020

doa.apply_url

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

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.