

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CMRR000444--Humanitarian and NEXUS (Humanitarian, Development and Peace) Specialist

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	Cameroon
Host Institute	Resident Coordinator Office
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-10-2021
Duty Station	Yaounde [CMR]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Yaounde is the political capital of Cameroon and the second most populated city in the country after Douala. The official languages of Cameroon are English and French.

Yaounde features a tropical wet and dry climate with constant temperatures throughout the year and high temperatures ranging from 27 to 29 degrees C. Yaounde also features a lengthy wet season covering a ten-month span between February and November. However, there is a noticeable decrease in precipitation within the wet season, seen during the months of July and August. Yaounde is a UNDSS security level 3 duty station.

The Resident Coordinator Office in Yaoundé is in Bastos district, where most Embassies and International Organizations have their offices. Several services (banks, international schools, etc.), restaurants and supermarkets are in Bastos. Transportation in Yaoundé can be done by taxi, although it is recommended to call private taxis rather than street taxis for security reasons. The security situation in the city of Yaoundé is partially satisfactory. Petty crime is the main threat. Electricity cuts and water shortages are frequent.

Visa, passport and yellow fever vaccination card are required for entry. Other vaccinations are strongly recommended.

COVID-19

Restrictions and other measures introduced as part of the government's efforts to curb the spread of COVID-19 remain largely unchanged in Cameroon as of Feb. 17.

Land and sea borders remain closed to international travel. However, freight transport via land and sea routes is likely to continue but will be subject to increased screening. Air borders also remain largely closed, but authorities have permitted several flights out of Douala International Airport (DLA) and Yaoundé Nsimalen International Airport (NSI). All citizens intending to travel to Cameroon must present a negative COVID-19 test taken up to 72 hours before the flight. In addition, travellers from high-risk countries as defined by the authorities face compulsory testing at the port-of-entry. Travelers without test documentation, who display symptoms, or test positive for COVID-19, face a 14-day quarantine at a government-approved hotel. It is currently unclear when regular air travel will resume.

Domestically, nonessential businesses can operate, and limits have been lifted on local public transportation. Schools and universities are open but must adhere to strict health guidelines. All residents are required to wear facemasks. Restrictions on groups of more than 50 people remain in place; however, bars and restaurants have been allowed to reopen. The country's national carrier, Camair-Co (QC), is operating some domestic flights.

Assignment Details

Assignment Title Humanitarian and NEXUS (Humanitarian, Development and Peace) Specialist

Organizational Context & Project Description

The Office of the Resident Coordinator is the main support structure for UN Country Team activities for the strengthening of the joint activities of the United Nations system in Cameroon. It coordinates UN operational activities for development so that United Nations assistance is aligned with national development priorities and the demand for capacity-building following international treaties and development goals. The Resident Coordinator is the leader of the United Nations Country Team (UNCT), and his role is to bring together the various UN agencies to improve the coherence and effectiveness of their work for the development of Cameroon.

A Humanitarian Development Peace (HDP) Coordinator was deployed in support to the RC/HC to develop a HDP Nexus approach in Cameroon and enhance the UN-World Bank Partnership.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Resident Coordinator and with day-to-day direct supervision and support from the Humanitarian Development Peace Coordinator, UN Resident Coordinator Office, the UN Volunteer will undertake the following tasks:

Ensure the liaison between the RCO and OCHA and other humanitarian actors, for the timely provision of information to the RC, including the preparation of briefing notes, key messages, analyses, and reports.

Support the coordination between RCO and OCHA, including for the definition and reviews of context, strategic and programmatic documents and through the RCO representation in technical meetings such as inter-sectoral meetings.

Support the coordination among humanitarian, development, and peace-building partners the synergies of strategies and programmes supporting populations affected by crisis in areas of convergence in crisis-affected regions of Cameroon where the complementarity of mandates may enable more effective durable solutions.

Support the leadership of the HDP Coordinator by preparing the HDP Nexus Task Force meetings; provide minutes of meetings; follow-up on recommendations; communicating with relevant stakeholders at local, regional and national levels.

Support the creation of a common understanding of the HDP nexus approach and buy-in of local, regional and national authorities, through the production and updating of information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including presentations and other visual materials.

Facilitate information exchange and the promotion of data and information standards; engage with the humanitarian, development and peace-building stakeholders at national, regional and municipal levels to ensure those information activities are coordinated and consistent with international standards and practices; advocate for the use of data standards and common platforms, and the open exchange of information as appropriate.

Support the establishment of a common data system of humanitarian, development, and peace-building actions operating within the same area of convergence.

Support the HDP Coordinator's efforts to enhance the UN- World Bank Partnership.

Provide advocacy support for the following signature issues identified by UNCT: protection in relationship to Legal identity

and Leaving No One Behind; Modernisation of Data and Statistics with a focus on digitalisation and Private sector engagement; and
Provide any support to RCO coordination and secretariat tasks as required.

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

The RC/HC function is supported through the provision of timely information and recommendations.

The coordination and information exchange between the RCO and OCHA are strengthened and systematized.

The Humanitarian Development Peace Coordinator's leadership functions and the UN-WB Partnership are adequately supported with appropriate coordination and information products/tools.

The coordination, implementation, monitoring and evaluation of joint plans of action based on an informed understanding of risks and conflict drivers contribute to achieving a collective outcome in convergence areas.

A common data system is established with humanitarian, development, and peace-building actors operating in convergence areas.

The support to local and national authorities wherever possible and appropriate and following international law provides leadership of coherent humanitarian, development, and peace actions while ensuring that humanitarian principles are respected and upheld and human security and development cooperation objectives are maintained.

- 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 Master degree or equivalent

Education - Additional Comments

An advanced university degree (Master's degree or equivalent) in political science, social science, international studies, public administration, economics, or a related field is required. A first-level university degree in combination with an additional four years of qualifying experience may be accepted in lieu of the advanced university degree.

Required experience 24 months

Experience Remark

A minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, recovery/reconstruction, development, peace-building or related area, is required.

Language

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

Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- 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.

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\$ 1,682. 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 Entity](#))

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

CMRR000444-9524

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: [JICA website](#).

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 June 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/Q01SUjAwMDQ0NA==>

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.