

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CMRR000441--Project Assistant

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	UNWomen
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	01-09-2021
Duty Station	Yaounde [CMR]
Assignment Place	Family Duty Station

### Assignment Place Remark

Age requirement:

UN University Volunteers have to be 29 years old throughout the entire period of service, i.e. born on or after 1 September 1992.

### Living Conditions

- **Location of UNWOMEN Office:**

UNWOMEN Office in Yaoundé is located in Bastos neighborhood, where most of Embassies and international organizations have their offices. A number of services (banks, international schools, etc.), restaurants and supermarkets can be found in Bastos. In fact, most of expatriates do live in this neighborhood. Transportation in Yaounde can be done by taxi, although it is recommended to call for private taxis rather than street taxis for safety purposes. A huge range of private second cars are available in the market from prices ranging starting at 3.000 USD.

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- **Housing :**

Housing in Yaoundé is relatively priced with regard to the quality, Individual houses (villas) are scarce and generally they lack maintenance. Building apartments are the best option since they are normally equipped with generators and water tanks (there are power and water cuts especially during pick dry and rainy season). Apartments can be rented starting at 800/1000 USD per month. Given limited housing offer, and for security reasons, residential areas for international staff in Yaoundé are limited by UNDSS to six areas: City center, and the areas of Bastos, Essos, Golf, Dragages, Omnisports.

- **Security:**

The security situation in the city of Yaoundé is partially satisfactory although it should be noted that petty crime is the main threat in the city of Yaoundé. As the political capital and seat of the institutions of the Republic of Cameroon, Yaoundé has a significant presence of Police and Gendarmerie. Main crimes relate to burglaries in homes, armed robberies perpetrated by small groups of bandits. These criminal acts are mostly held overnight. In the country, travelling to the Extreme-North, North, Adamaoua, North-West and South-West regions require UNDSS authorization and is limited to official business travels.

## Assignment Details

### Assignment Title

Project Assistant

### Organizational Context & Project Description

Cameroon faces many challenges in reducing gender inequalities at the political, economic, social and institutional level. To contribute, UN Women has adopted a 2018-2021 strategic Plan that is being implemented with the support of development partner and other UN Agencies to support Government in deploying its missions. The plans is based on the UN Women 2018-2021 (UNDAF) and is aligned with the national Gender policy.

For the 2018-2021 calendar, UN Women works on six (06) PROPRITY areas that are:

- Improving women's governance and political participation
- Economic empowerment of women especially I the rural areas
- Prevention and access to essential services to end violence against women and girls
- Humanitarian action and gender mainstreaming in security and peace processes
- Frontier issues
- Gender coordination in development and humanitarian context

UN Women also extends it partnership with government, Civil society Organizations, academia's, private sector, other UN Agencies and International Organizations, by strengthening capacities to enable sustainability.

UN Women Cameroon CO is implementing a portfolio of projects specific to Women Economic Empowerment (WEE), that seek to Improve productivity and reduce time and labor burdens of women promote opportunities for women farmers to participate in, and move up the green value chain, develop context specific, affordable and scalable learning, entrepreneurship and employment pathways for empowering the world's most disadvantaged women and young women, with Second Chance Education and Vocational Learning (SCE) Programme as the main Programme.

Aligned with the United Nations' 2030 Agenda for Sustainable Development, UN Women's Second Chance Education and Vocational Learning (SCE) Programme is a solution for those who have missed out on education. It aims to break current trends and provide a comprehensive solution for marginalized women and young women who are at risk of being left behind. This project aims to develop context specific, affordable and scalable learning, entrepreneurship and employment pathways for empowering the world's most disadvantaged women and young women. It offers women and young women, their families, local communities and societies the benefits of access to educational services which are tailored not only to their needs as learners, but also to their future as earners. The SCE Programme achieves this by leveraging the opportunities of innovative teaching approaches, digital technologies and social networks.

The Programme contributes to the following outcomes: i) More marginalized women and young women access and benefit from high quality educational content, material and learning pathways; ii) More marginalized women and young women benefit from increased employment, livelihood and entrepreneurial opportunities; iii) Fewer marginalized women and young women are disadvantaged and denied education opportunities due to harmful and discriminatory social norms; iv) More marginalized women and young women have

improved access to education and employment pathways through enhanced multi-sectoral policy and financing frameworks that enable scaling of successful SCE solutions.

The incumbent UNV will thus work under this program

## Sustainable Development Goals

### 4. Quality Education

#### Task description

Under the direct supervision of the Program Manager, the UN Volunteer will undertake the following tasks:

- Provides administrative and operation support on implementation of project;
- Support the development of monthly and quarterly reports
- Participate in meeting with UNWOMEN representative
- Participate in regular field monitoring visits

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

- Project documentation maintained
- Data and reports data to track performance or efficiency is made available
- Cemented relationship with UNWOMEN Partners
- Good mastery of project's field activities
- 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

Secondary education

#### Education - Additional Comments

Currently studying towards a degree or recently graduated (no longer than 12 months prior to application) in **Social Science, Project Management** or other relevant field.

#### Required experience

0 months

#### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in **Project Management**;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Knowledge of Technology based education.

**Language**

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

**Area of Expertise**

- Other development programme/project experience Optional

**Area of Expertise Requirement****Learning Expectations**

Learning and development are a central part of the UN University Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN University Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

**Need Driving Licence**

No

**Competencies & Values**

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Respect for Diversity
- Technological Awareness
- Vision
- Working in Teams

## Conditions of Service and other information

**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service:**

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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) 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 (choose from the drop down menu the appropriate rate here): US\$1,009 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>.

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 UN 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.

### **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**

CMRR000441-9061

#### **Application procedure**

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

UN University Volunteers must be 29 years old throughout the entire period of service. Eligible candidates must therefore be born on or after 1 September 1992.

**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: 11 April 2021**

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**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. Interviews will be conducted by the UN Host Entity between 28 April and 21 May.

**COVID-19: The assignment start date may be postponed due to COVID19.**

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/Q01SUjAwMDQ0MQ==>

**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.*