



Description:	Civil Affairs Officer
Grade:	National UN Volunteer
Regions:	Southern Sudan and Transitional Areas
VA Date:	29 August 2009
Closing date:	Open

Preamble:

The United Nations Volunteers is the UN organization that supports sustainable human development globally through the promotion of volunteerism, including the mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer action in all its diversity.

This post is a UNV volunteer assignment based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer as well as the society at large. It enhances social cohesion and enriches communities.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UNV 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, UNV volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich your understanding of local and social realities, as well as create a bridge between yourself and the people in your host community. This will make the time you spend as UNV volunteer even more rewarding and productive.

Terms of reference

- Promote the UNMIS Mandate and Civil Affairs to communities, civil society organizations, and government authorities aimed at creating stronger linkages among stakeholders, and between them and the Mission.
- Liaise with universities, academic institutions, and professional organizations to enhance institutional contacts.
- Support different fora including workshops to promote dialogue and reconciliation, aimed at fostering peace throughout Sudan.
- Attach NUNVS to the different Commissions under the CPA, including, Abyei Boundaries, Land, Civil Service, Fiscal and Financial Allocation and Monitoring, and Petroleum, in order to provide expert support, and to monitor the implementation of their respective mandates.
- Assist the local community in the processing, implementation and follow up of QIPs-funded programmes.
- Undertake any other tasks as directed by Supervisor and/or Director, Civil Affairs Division.

Qualifications:

- Background/Experience: National United Nations Volunteers/Civil Affairs Officers will be sourced, depending on need, from recent university graduates, retired civil servants and other professionals, as well as community activists.
- Languages: Working-level English and, depending on areas of deployment, Arabic, as well as local dialects/languages of Southern Sudan.
- Other skills: Very good communication skills. Ability to organize and prioritize work and function as part of a team. Adapt to different social, cultural and political circumstances.
- Evaluation and Review: The performance of a National United Nations Volunteer/Civil Affairs Officer will be reviewed every 3 months by Civil Affairs management to ensure effective work contribution, as well as continued suitability.

Civil Affairs is committed to maintaining a gender and regional balance in its offices in Khartoum and the field, taking into account language and cultural differences in the deployment process.

Competencies:

Professionalism: Proven expertise in area of assignment, in-depth understanding of political & social situation in that area

Communication :Excellent and effective written and oral skills; ability to persuade people with varying points of view and to present information in a concise and accurate manner; ability to convey difficult issues and positions to senior officials;

Technological Awareness: Ability to use computer applications as tools for program management and decision making;

Judgment/Decision-Making: Demonstrated sound judgment in applying technical expertise to resolve a range of issues/problems. Ability to proactively seek and recommend sound policy initiatives.

Computer skills: Ability to use the computers especially proficient in word processing and excel worksheets.

Language skills: Good spoken and written English communication skills are relevant and Arabic language

Conditions of living: Successful candidate will be expected to meet his/her own accommodation requirements and the working conditions are habitable.

Promotion of Volunteerism

UNV volunteers are expected to promote volunteerism and engage in volunteering activities. As such UNV volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and other publications and taking active part in UNV activities;
- Get acquainted with traditional and/or local forms of volunteerism in the host community.
- Reflect on and integrate into their work plan activities that will be undertaken as part of their assignment in order to promote volunteerism for development (V4D)

Specific ways to promote volunteerism during the assignment and within working hours include:

- Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
- Encouraging, mobilizing and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in the development of their community;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Initiating and/or participating in local volunteer groups. Assisting them in submitting stories, experiences to the World Volunteer Web site;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities.
- Promoting or advising local groups in the use of OV (online volunteering), or encouraging relevant local individuals and groups to use OV whenever technically possible.