



UNV VOLUNTEER TERMS OF REFERENCE

Preamble:

This post is a United Nations Volunteers assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organisation that supports sustainable human development globally through the promotion of volunteerism and mobilisation 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 actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer the incumbent is encouraged and expected to seek opportunities to identify and stimulate local expressions of volunteerism. S/he is expected to regard her/his national colleagues as peers and together uphold the trust placed in her/him as a volunteer by the communities and the organisation s/he is assigned to.

UNV Post Title: DDR Officer /Logistics Assistant

Project Title: DDR

Duration: 6 months renewable contract, based on performance and mission requirements

Location, Country: Juba, Malakal and Wau

Expected starting date: As soon as possible

Brief Project Description: DDR programme involves disarmament, demobilization and reintegration of former combatants and special needs groups associated with armed forces & groups as envisioned in Comprehensive Peace Agreement. UNDDR support the national authorities in terms technical, logistical and financial aspects to plan and implement the DDR programme in Sudan.

Host Agency/Host Institute: UNMIS

Description of Duties:

Under the supervision of Field/Sector Coordinator, the UNV volunteer will be responsible for the following duties below:

- Assist the Field Coordinator to plan, implement, monitor and evaluate disarmament and the direction of the DD Team Leader of the region.
- Assist in the operation and logistics activities in the state in coordination with counterparts in DDRC a regional UNDDR Office.
- Assist in planning the DD operations in the state and also help project staffing and logistic DD operations in coordination with other mission components in the region and DDRC nationals.
- Assist in logistic and operational arrangements in coordination with other substantive and UNMIS and other partner agencies.
- Support undertaking of the DD operations with support from other mission component.
- Prepare reports on all DD related activities and their status to the regional Headquarters
- Report all relevant developments-both positive and negative-from local sources, including office, the UN military team sites, the AJMC and the community.
- Will liaise with budget and logistic sections for ensuring the cash disbursements arrangements for the DD operations.
- Will undertake other activities related to the DDR programme as directed by the Field coordinator.
- Will assist the reintegration team in the field.

**Results /Expected Output:**

1. Active support to the State office to successfully support the implementation of disarmament, demobilization, and reintegration programme
2. Budget and logistics in place for the DDR state Office an operations.
3. All the DD operations are successfully implemented including office, the UN military sites and the community.
4. Assistance of the reintegration team in training and workshops successfully conducted without any logistical obstacles.
5. Needs assessment of the special groups women, children and disabled is carried out.
6. Peace building and community security awareness is carried out.

Qualifications/Requirements:

- University degree or Diploma in Business Administration with specialty in Procurement, logistics and supplies, humanities or international relations with relevant field working experience operations/Logistics.
- Experience in logistics and operations management involving a big target group is desirable.
- Ability to work and act under pressure with discretion in a politically sensitive environment with comfort.
- Familiarity with the DDR programs cycle is an asset.
- Excellent command over written and spoken English with the capability of producing good work.

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

As a UNV volunteer, you are expected to promoting volunteerism and/or engaging in volunteering activities. As such you are encouraged to:

- Strengthen your 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;
- Network and build relationships with local organizations, groups or individuals and support and/or participate in local volunteering initiatives;
- Encourage and mobilize co-workers, fellow UNV volunteers and members of the local community to play an active part in the development of their community;
- Contribute articles/write-ups on field experiences and submit for UNV publications/websites, newsletters, press releases, etc.;
- Initiate and/or participate in local volunteer groups. Assist them in submitting stories, experiences to the World Volunteer Web site;
- Promote or advise local groups in the use of OV (online volunteering), or encourage relevant local individuals and groups to use OV whenever technically possible.