



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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.

1. **UNV Assignment Title:** Regional Electoral Coordinator
2. **Type of Assignment:** International UN Volunteer
3. **Project Title:** UNV Support to MINUSTAH
4. **Duration:** Initially until 31 January 2016
5. **Location, Country:** Haiti (exact duty station will be determined upon arrival and can change in course of assignment; volunteer may be required to work anywhere in area of operations, including in remote locations)
6. **Expected Starting Date:** Immediately
7. **Brief Project Description:**

MINUSTAH's Electoral Assistance Section (EAS) provides technical support to the Haitian Provisional Electoral Council and organizes, coordinates and oversees the logistics and security support provided by MINUSTAH to the Haitian electoral authorities. Three rounds of Presidential, Legislative (2/3 of the Senate + Chamber of Deputies) and all Local elections are scheduled to be held on 9 August, 25 October and 27 December 2015.

8. **Host Agency/Host Institute:** Mission des Nations Unies pour la stabilisation en Haïti (MINUSTAH), see <http://minustah.org>
9. **Organizational Context:** MINUSTAH was established in 2004 under the auspices of the UN Department of Peacekeeping Operations (DPKO)
10. **Type of Assignment Place:** Assignment without family
11. **Description of tasks:**

Under the authority and general supervision of MINUSTAH's Chief Electoral Officer, and the direct supervision of EAS's Electoral Operations Officer, the UNV Regional Electoral Coordinator's duties will include:



- Participate in the drafting and updating of Departmental electoral materials deployment and recovery plans, calendars and operational coordination plans, and monitor/supervise their implementation in the field;
- Participate in the organization of the delivery, transport and storage of electoral materials; participate in the management of the warehouses;
- Liaise between EAS, the Joint Logistics Center (JLOC), UNPol, UN Military and national regional electoral authorities (BED/BEC offices) on all matters related to electoral operations;
- Provide daily/weekly/ad hoc reports to EAS on the development of electoral operations and any other relevant issues;
- Prepare and regularly update different databases (electoral employees, Voting Centers, etc.);
- Counsel and train regional national counterparts;
- As required, participate in voter education and sensitization activities;
- With a view of transferring knowledge and competencies to national counterparts (BED/BEC staff), share EAS's expertise and work to ensure sustainable Haitian capacities to handle future electoral operations without support from the Mission;
- Perform any other related task as requested by EAS (within the area of operations).

When working with (including supervising) national staff or (non-)governmental counterparts, the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training.

Furthermore, UN Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take part in UNV activities (e.g. in International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country; network and build relationships with local organizations, groups or individuals, and support and/or participate in local volunteering initiatives; reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.; initiate and/or participate in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Promote or advise local groups on the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service;
- Encourage, mobilize and support co-workers, fellow UN Volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discuss with supervisors how volunteerism for peace and development can be mainstreamed in the assignment and integrate activities promoting volunteerism into work plans;
- Assist with the UNV "buddy programme" for newly arriving UN Volunteers.

12. Results/Expected Outputs:

- Efficient, timely, responsive, client-friendly and high-quality support rendered to the Mission and the Provisional Electoral Council in the organization of the 2015 elections;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Profile Requirements:

a) Qualifications, skills, experience:

The incumbent must be a dynamic, multi-functional person, who supports MINUSTAH with professionalism, dedication and client orientation. The following qualifications are required:



- Second-level university degree (Master's), preferably in political science, law, international relations, public administration, business management, economics or related;
- Good knowledge of electoral work; a minimum of one year of progressively responsible experience in the field of electoral management or public administration;
- Experience in logistics and/or coordination highly preferable; previous experience within a UN Mission or NGO setting at national or international level, with national civilian/military entities, or with organizations with comparable mandates and working conditions is an asset;
- Sound computer skills: proficiency in standard Microsoft Office applications, email/internet, Outlook and other applications; particularly knowledge and practical experience in spreadsheets (Excel) is desirable;
- Valid national driver's license; ability and experience in driving manual gearshift 4x4 vehicles over rough terrain;
- Fluency in spoken and written French; working knowledge of English; knowledge of Spanish or Portuguese would be an asset;
- Strong planning, organizational and diplomatic skills;
- Ability to perform duties under stress and in an insecure, isolated and potentially hostile environment;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.

b) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment;
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.



14. Living Conditions:

Haiti is non-family duty station. The country is mostly mountainous, with a tropical climate. There are two rainy seasons (April-May and September-October). The hurricane season occurs from August to November and the average temperature is 25 degrees Celsius.

Health: UN Volunteers should be aware that they are exposed to a number of tropical diseases and should complete all medical formalities specified in the offer of assignment before travelling and bring with them sufficient and appropriate medical supplies. The following vaccinations are required and/or recommended prior to travel or upon arrival: typhoid, hepatitis A and B, yellow fever (required for travelers arriving), polio, rabies, tetanus/diphtheria, measles-mumps-rubella (MMR), malaria (prophylaxis is recommended for almost all parts of the country). UN personnel have 24-hour access to a fully operational military hospital, run by the Argentinean military, and a medical clinic during office hours. There is also a selection of other health facilities available in Haiti, although for any major surgery or tests, patients may be referred to the Dominican Republic or Miami.

Accommodation: accommodation is available at a reasonable cost. Most UN Volunteers share houses/apartments. Upon arrival, temporary accommodation is provided in an apartment or hotel until permanent housing is found. The UNV Support Office assists in identifying an apartment or house, e.g. by arranging to visit houses that are currently available.

Power and water: in most regions, including Port-au-Prince, both electricity and water are readily available. Most hotels have secured water and generators in the event of a power failure.

Food and diet: fresh food is seasonal but varied. Most staple foods are common in the supermarkets. Port-au-Prince has a selection of reasonably priced restaurants with good health standards. Restaurants can be found in the provinces as well, but the standard, the quality of food and the level of hygiene may be limited, while availability of certain foods may be limited or seasonal as well. The usual precautions need to be taken when eating outside the home: no salads, bottled water and all meat to be thoroughly cooked. Minor stomach upsets are almost inevitable at some stage.

Bank and Communication: upon arrival in Haiti, an account will be opened with a foreign bank. The currency of the account is normally USD. SIM cards for personal use can be purchased in Haiti from any of the leading telephone companies; if required (on the basis of working requirements), the Mission can issue an official SIM card (upon request from the Section). Besides the SIM card, CITS will issue a PIN Code to make international/local calls from Mission telephones, which is usually cheaper than using mobile phones (the cost of personal calls is deducted from monthly entitlements).

Clothing: climate in Haiti is tropical – it is suggested to bring some warm clothes for evening use (not frequently), rain coat or umbrella, sun glasses, hat, long sleeves clothes to be protected from sun and mosquitoes.

15. Conditions of Service:

Initial contract is issued upon arrival until 31 January 2016. There is no expectancy of renewal of the assignment.

A Volunteer Living Allowance (VLA) is paid at the end of each month to cover basic needs such as housing, utilities, transportation, and communications. UNV aims to ensure that international UN Volunteers have comparable purchasing power across all duty stations irrespective of varying costs of living. To achieve this, the VLA is calculated using a global base rate of US\$ 1,554 multiplied by a country specific Post-Adjustment Multiplier (PAM). The PAM is reviewed and updated every month by the International Civil Service Commission (ICSC - <http://icsc.un.org>). As such, the VLA may change to correspond to any fluctuations of the PAM. The VLA also includes the applicable Family Allowance



(FA) according to the number of recognized dependents (US\$ 250 for 1 dependent and US\$ 450 for 2 dependents or more).

Example of VLA Calculation

Global base rate	1,554
PAM for Haiti (example)	49.3
Calculation	$1,554 \times 1.493 = 2320.122$
1 dependent	250
Total	US\$ 2570

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers also receive a Well-Being Differential (WBD) on a monthly basis. The VLA and WBD taken together form the net core entitlements.

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, under strict conditions, also in the event of a permanent reassignment to another duty station (duty stations can change in the course of an assignment based on operational necessity; UN Volunteers may be required to work anywhere in the area of operations of the host organization, including in remote locations). Life, health and permanent disability insurances are included, as well as assignment travel, annual leave at 2.5 working days per month, full integration in the UN security framework (including residential security reimbursements as per the local MORSS), DSA payment for official travel, periodic home visit, final repatriation travel (except in the event of a resignation within the initial contract period), and resettlement allowance for satisfactory service.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

16. Application:

If you are not a candidate in UNV's database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. **Important:** once you have created your UNV account by validating your email address, please complete all sections of your profile and select the following code: "15HAI_Election" from the drop down menu in the "Special Recruitment" tab of 'MyProfile'. Your application can only be considered once you have submitted your complete UNV profile (green button). As a confirmation of your successful registration, you will receive an email with your UNV roster number.

If you are registered in the UNV database of candidates, please update your profile at: <http://MyProfile.unv.org>. In the "Special Recruitment" section on the left, click on the "Edit" button and select the advertisement code "15HAI_Election" from the drop-down list.

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.

Closing date: 10 May 2015. Only short-listed candidates will be contacted