UN Volunteers
inspiration in action

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 programing, 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:** UNV Logistics Specialist
2. **Type of assignment:** International UN Volunteer
3. **Project Title:** UN Joint Programme on Health Capacity Development
4. **Duration:** 12 months,
5. **Location, Country:** N'Djamena, Chad
6. **Expected starting date:** 15 January 2013

7. Brief Project Description:

According to the 2011 Human Development Report (HDR), Chad is 181st out of 185 countries and its Human Development Index (HDI) is 0,328.

Despite all efforts from Government to improve the conditions of living and well-being of the population, health coverage remains extremely insufficient and unequally spread across the territory, both in terms of access to health services and availability of suitable technical capacity/infrastructure/medicines.

A number of surveys agree in identifying health as one of the key 5 items of household expenditures. In average, people in need of medical assistance have to travel 14,4 Km to reach the closest health centre and 1 out of 10 patients appeals to traditional practitioners lacking "modern" health services or knowhow/capacity.

A national plan for the health sector development is in place, yet its implementation is challenged by a severe lack of equipment, infrastructures as well as week organization workflows and personnel's capacities to attend to people needs in an equitable and qualitative way.

Due to this reality 5 UN Agencies want to improve health sector implementing a national programme to cover all severe lacks in the country.

Most of UN projects in Chad are executed under Direct Implementation (DIM) Modality and those under National Execution (NIM) rely heavily on Services Support from the COs. There is high expectation on the UN through the Operations Units to procure goods and services to accelerate programme delivery and effective logistics services.

8. Host Agency/Host Institute: UNDP

9. Organizational Context:

Under the guidance and supervision of the Programme Manager of the UN Joint Programme on Health Capacity Development, the UNV Logistics Specialist should processes in transparent manner and is responsible for effective delivery of procurement and logistics services in order to obtain the best value for money for the joint programme in Chad. He/she analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex issues related to procurement. The UNV Logistics Specialist promotes a collaborative, client-focused, quality and results-oriented approach in the Unit.

The UNV Logistics Specialist works in close collaboration with the Operations, Programme Support, Programme team in the CO, joint programme staff and Government officials to successfully deliver procurement services.

The UNV Logistics Specialist will be managing the procurement services and logistics support for UN Joint Programme on Health Capacity Development.

10. Type of Assignment Place: Without Family

11. Description of tasks:

Under the direct supervision of the Programme Manager of the UN Joint Programme on Health Capacity Development, the UN Volunteer will undertake the following tasks:

- Assist in the design and/or strengthening of a mechanism to improve the logistics system, including distribution of supplies and equipment to final destinations;
- Ensure implementation across the country in collaboration with the relevant Government Agencies and partners;
- Provide technical advice in developing a logistics plan ;
- Establish/propose a mechanism to ensure that the equipment is functional at all levels at all times;
- Conduct regular field visits to the field to support other interventions such as coaching, mentoring and follow-up in asset management;
- Coordinate with partners in the regular updating and implementation of the asset inventory and rehabilitation plan;
- Maintain appropriate information flow to all logistics stakeholders and ensure reliability, timeliness and appropriateness of data provided presented in a clear and concise manner;
- Establish and maintain contacts policies and guidelines on Logistics, and trans-national shipments and deliveries;
- Timely and duly preparation of procurement plans for the Joint Programme and monitoring of their implementation;
- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system;
- Implementation of harmonized procurement services, analysis of requirements and elaboration of proposals on common services and introduction of joint procurement for the UN Agencies in line with the UN reform;
- Develop and manage of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms;
- Manage e-procurement modules;
- Draft synthesis of proposals and implementation of contract strategy in the Joint Programme including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment;

- Identify, plan and implement training needs at all levels; 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;
- Any other related duties as may be required.

***Promotion of the United Nations Volunteers Programme mandate*[1]**

UN volunteers are expected to integrate the UN Volunteers Programme mandate within their assignment as well as promote voluntary action through engagement with communities (urban & rural) during the course of their work. As such UN volunteers should dedicate a proportion of their working week to the following in support of and in synergy with his/her primary role as UNV Logistics Specialist.

- Strengthen knowledge and understanding of the influence and impact of voluntary action by communities in Chad through the following:
    - research of the subject matter,
    - develop knowledge of non-profit community based organizations developing new or applying traditional methods in engaging with communities,
    - undertake awareness-raising (promotion) activities for increased community participation and action,
    - encourage local people to volunteer thought and action to enhancing their community.

- Build relationships with a wide range (private/public) local organizations, groups or individuals and support and/or participate in community driven voluntary activities and assist them to tell their stories to the World Volunteer Web site;
- Encourage, mobilize and support co-workers and fellow UN volunteers to better understand the connections between community participation and voluntarism;
- Monitor on a continual basis the impact of policy reform on voluntary action at the community level;
- Contribute to articles/write-ups on the findings from the monitoring process and experiences from the above outlined activities and submit them to UNV publications/websites, newsletters, press releases, etc.;
- Promote and/or advise local groups in the use of OV (online volunteering), and encourage relevant local individuals and groups to use OV whenever technically possible.

12. Results/Expected Output:

- Implementation of the strategic procurement in the CO including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement;
- Management and guideline on procurement processes;
- Implementation of sourcing strategy and e-procurement tools;
- Equipment functional and storage capacity adequate in all facilities;
- Logistics delivered to their final destination at the right time, right quantity, right place and right quality ;
- Logistics distribution system in place;

[1] The United Nations Volunteers (UNV) programme was created by the General Assembly (GA) in 1970 through GA resolution 26/59. Since then, UNV's mandate has been expanded by GA resolution 31/131 in 1976, GA resolution 56/38 in 2001 and others in the follow-up to the International Year of Volunteers in 2001.

- 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. Qualifications/Requirements:

Education:

Master's Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field.

Experience:

Two (2) years of relevant experience in logistic management and or procurement.

Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems.

Language Requirements:

Fluency in oral and written English. French is an asset.

a) 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;
- Communication: proven interpersonal skills; good spoken and excellent written communication skills, including ability to prepare clear and concise reports; ability to prepare presentations, articulate options and positions concisely; capacity to transfer information and knowledge to a wide range of different target groups;
- 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;
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations;
- 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;
- 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;
- 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:

Chad is land-locked country covering 1,284,000 km2. Its climate is sahelian and temperatures are around 45° C in the hot season; Living conditions are generally very difficult. Although the post is based in N'djamena, frequent travel will be expected. In Ndjamena you can find almost everything related to basic living standards. There are plenty of vegetables, meat and chicken which consist of main meal in the region. A market operates daily and some non-food items can be found. The main religion is Islam.

In terms of communication, GSM operators exist: AITREL, SALAM and TIGO. Good Internet connection is available from the office.

15. Conditions of Service

Contract is issued for 12 months at a time. Settling-In-Grant is provided. Monthly Volunteer Living Allowance (VLA) – intended to cover housing, utilities, and normal cost-of-living expenses – ranges between US$ 2,424 and US$ 2,874, depending on the number of primary dependents. Life, health and permanent disability insurances are included, as well as periodic home leave, final repatriation, and resettlement allowance. UNV will provide a copy of the UNV Conditions of Service to the successful candidate together with the offer of assignment.

As per UNDP conditions: R&R (Rest and Recuperation) once every 8 weeks, 5 R&R (calendar) days, with the flight tickets (ref: R&R policy).

16. Application

If you are not yet registered in the UNV database, please apply by completing the UNV web application at the following link: http://one.unv.org/main/?Lang=en **. Important**: please select the following code from the drop down menu on the first page of the application: **"12CHD_LOGISTIC".**

If you are registered in the UNV database, please update your profile at: http://MyProfile.unv.org, click on the "Special Recruitment" option on the left menu, then click on the "Edit" button and select the advertisement code "**"12CHD_LOGISTIC"** from the drop-down list.

As this assignment is funded by the government of South Korea, only South Korean Nationals are eligible.

Closing date: 4 January 2013. Only short-listed candidates will be contacted.