



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Id 1754405214518528
VMAM Id 1754405214518528
Opportunity Type (Online/Onsite) Onsite
Opportunity Title Team Assistant

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Host Entity IOM
Country of Assignment Senegal
Duty station Dakar,
Volunteer Category National UN Youth Volunteer
Number of UN Volunteers 1
Duration 12m
Possibility of Extension Yes
Expected Start Date 05/06/2024
Sustainable Development Goal 10. Reduced inequalities
Disabilities No

DOA Details

Organisation mission and objectives

Established in 1951, IOM is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. With 174 member states, a further 8 states holding observer status and offices in over 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. The IOM Constitution recognizes the link between migration and economic, social and cultural development, as well as to the right of freedom of movement. IOM works in the four broad areas of migration management: Migration and development Facilitating migration Regulating migration Forced migration. IOM activities that cut across these areas include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

Assignment context

This United Nations Volunteers (UNV) assignment is part of IOM’s flagship programme COMPASS (www.iom.int/compass) in support of its communications and awareness raising team based in Dakar, Senegal, in the Regional Office for West and Central Africa. The Communications and Awareness Raising Team is looking for a resourceful team-player to provide administrative support and ensure the smooth operation of the team's day-to-day activities, allowing team members to focus on their core responsibilities and objectives. The team assistant will play a vital role in enhancing productivity, efficiency, and communication within the team and across the organization. In exchange, the selected candidate will learn the ins and outs of working for an UN agency, from admin to finance, and can learn from colleagues at national, regional, and global level on migration management and UN activities in this region. We provide the required learning and coaching support to turn this experience into a fulfilling journey that will prepare the UN Youth Volunteer for a future career in international development.

Task description

The tasks of the team assistant include: - Office management: ensuring team members have regular access to internet connection, supplies, and all facilities to carry out their duties (liaise with colleagues at RO level). - Support with procurement: draft Terms of Reference, create purchase requests in IOM’s Resource Planning Platform (PRISM or equivalent) and follow up with Procurement colleagues for selection of vendors, contracting and delivery of services and goods. - Support with human resources: help drafting terms of reference for the recruitment of consultants, follow up with HR colleagues to ensure contracts of employment of team members, implement recruitment processes. - Document Preparation and Management: Creating and formatting documents, presentations, and visuals as needed by the team. This may include editing content, translating, proofreading, and ensuring consistency in branding and formatting. - Meeting and Event Support: Organizing meetings and events, including booking conference rooms, arranging catering, preparing agendas, taking minutes, and distributing materials. They may also assist with setting up audiovisual equipment and troubleshooting technical issues during meetings. - Travel Arrangements: Coordinating travel arrangements for team members and partners, including booking flights (through Travel colleagues), hotels, and transport. Processing travel requests and expense reports on the central platform. - Administrative Support: Providing general administrative support, such as filing documents, maintaining records, ordering office supplies, and managing office equipment. - Team Communication and Coordination: Serving as a central point of contact for the team, relaying messages, and facilitating communication among team members. They may also coordinate team events, team-building activities, or other social gatherings.

Eligibility Criteria

Age 18-26
Nationality NATIONAL
Additional eligibility criteria

DOA Requirements

DOA Requirements

Required education level Bachelor degree or equivalent

Area(s) of specialisation Office management, administration, event management, logistics, procurement, finance, or related areas of specialization.

Required experience

Required experience 2

Required skills and experience

office administration including procurement, finance and human resources. • Prior experience working in the UN is not a requirement, but experience working (indirectly) with development actors is an asset. • Proficiency in general office tasks such as scheduling, calendar management, email correspondence, (online) document preparation and archiving. Strong organizational skills and attention to detail are essential. • Ability to prioritize tasks, manage multiple priorities, and meet deadlines in a fast-paced environment. Time management skills help ensure that administrative tasks are completed efficiently and effectively. • Familiarity with Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams, Copilot). Experience using Canva is an asset. • Problem solving, troubleshoot issues, and find solutions independently. Resourcefulness and initiative in resolving challenges contribute to overall effectiveness. • Teamwork: work collaboratively with team members and across departments. Being supportive, cooperative, and willing to pitch in as needed fosters a positive team dynamic. • Self-starter and fast learning with a positive attitude and willingness to make a valuable contribution to the team. • Have affinity with or interest in migration, volunteerism as a mechanism for durable development, and the UN system.

Language

Language	Language skills	Language requirement
French	Fluent	Yes
English	Working knowledge	Yes

Area of Expertise

- Administration
- Facility management
- Procurement and contracting

Driving license required No

Type of driving licenses

Competencies and values • Accountability • Adaptability and flexibility • Creativity • Judgement and decision-making • Planning and organising • Professionalism • Self-management

Other information

Living conditions and other remarks

The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with missions to the region. Dakar is a liveable city. The spontaneous reception and hospitality of the Senegalese are among the characteristic features of this West African country. The living conditions in Dakar are good, as well as the access to health services. The yellow fever vaccine is compulsory; vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies, but it is recommended to bring specific prescription drugs. According to official estimates from ANSD/RGPHAE 2023, the Dakar metropolitan area population reaches over 3,9 million. The total population of Senegal is 18,032,473 inhabitants (ANSD 2023). Senegal is located on UTC/ GMT. Senegal has a warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are, on average, around 30°C. The rainy season is in the northern hemisphere's summer/fall. The currency used in Senegal is called Franc CFA (XOF). On 1st January 2024, the average exchange rate is 1 USD = 602,577 XOF. Many hotels, restaurants and businesses in Senegal accept the leading international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. The accommodation facilities are in general good, and the choice is vast. Renting unfurnished and furnished accommodations from 450 to 2000 USD is possible. UN Volunteers can also co-rent and share private concessions, which must comply with Minimum Operating Residential Security Standards (MORSS). Local taxis can easily arrange Transportation in town. A valid passport is required to enter Senegal. ECOWAS (Economic Community of West African States) nationals are not required to have an entry visa. Citizens of other countries may be required for an entry or long-stay visa. They should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and other parts of the world issue visas before travel.
<https://www.unv.org/>