



African Union – United Nations Hybrid Operation in Darfur

Job Opening

Post Title: Associate Staff Welfare Officer

Post Level_: NO-B

Location: El Fasher

Job Opening Number: UNAMID-ELF-JO-16-012

Job Opening Date: 13 April 2016

Job Opening Deadline: 27 April 2016

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting

The position is located within the Staff Counseling and Welfare Unit of the Africa Union-United Nations Mission in Darfur (UNAMID), El Fasher. The Associate Staff Welfare Officer will report to the Chief Staff Counseling and Welfare Unit through Staff Welfare Officer.

Duties and responsibilities:

Within delegated authority, the Associate Staff Welfare Officer be responsible for the Welfare, Recreation, & Training activities as noted in DPKO's Policy Directive and SOP on Welfare and Recreation as well as the UNAMID TOR and Policy on Welfare Committees and the Section's annual Work Plan. Responsibilities include but are not limited to the following:

- Assesses, identifies, monitors and reports to the Chief, Staff Counselling and Welfare Unit, SMSO or designee dependent on FRO on the sources of stress and the stress levels among UNAMID staff.
- Analyzes and recommends welfare approaches to reduce stress levels among UNAMID staff.
- Oversees the organization and delivery of welfare events, thereby improving the recreational and social opportunities for UNAMID staff.
- Develops & delivers programs to Increase Adjustment to Mission Life as well as increase Cooperation between Sections, Sectors and all Categories of Personnel.
- Oversees the coordination activities with the Military Staff Welfare Officer, Contingent Welfare Focal Points and UN Police Welfare Focal Points in regards to social, cultural and recreational events.

- Creates and develop a generic menu of Welfare and Recreation programmes for Team Site including training programmes, exercise classes, cultural, community, and social events, etc.
- Travel at least two times per month to the Team Sites to deleiver Welfare programs.
- Maintains the collaboration with the Medical, Conduct & Discipline, Gender, HIV/Aids, Human Resources, Military, and Civilian Police Sections as well as Staff Unions in providing Welfare, Training, Sports, and Recreational Events.
- Develops, implements, and monitors budget proposals/work plans for use of Welfare Funds.
- Protect the collaboration with Sectors' Staff Counsellors as well as IMTC to develop & deliver programs to increase functional capacity for staff in the mission and strengthen coping skills during emergencies as well as implement preventative and mitigating Stress Management activities.
- Increases staff awareness and information about social and recreational opportunities available to them in the mission area by developing informational resources in all areas in Sudan where UNAMID Staff are deployed;
- Establishes and oversees the daily functioning of Welfare Equipment and organize maintenance as needed and ensure collection of membership fees; as well as maintain exercises, sports, recreational, relaxation facilities for eligible UNAMID personnel.
- Oversees the development of the Welfare library and supervise the arrangement and the loan of books, audio books, magazines, newspapers, CDs, and DVDs.
- Oversees the exchanges of Sector HQ library holdings between Team Sites.
- Provides First-Responder level of care during Critical Incidents in the absence of a Staff Counsellor.
- Liaises with other UN agencies in the Sectors regarding upcoming social, cultural and global events or activities.
- Monitors the welfare and stress management programs implementation and report the results, progress and obstacles to the Chief, Staff Counselling and Welfare, SMSO, or designee dependent on FRO.
- Ensures data collection (daily, weekly, and monthly statistics) regarding activities, participation in events, and contacts with staff members, etc.
- Maintains and reports to the Chief, Staff Counselling and Welfare, SMSO, or designee dependent on FRO the status of the Welfare link on UNAMID Intranet as well as new intranet programs and updates of the Unit's shared drives.
- Verifies compliance with all Welfare Related OIOS Audit Recommendations.
- Assists with the logistics for organizing Sector Welfare Committee meetings.
- Maintains auditable records on welfare funds, maintenance, and usage.
- Perform other related duties as assigned.

Qualifications and Experiences:

Education: Advanced University Degree (Masters or equivalent) in Planning and Development/Logistics, Marketing/PR, Business Administration or similar is required. A combination of a first level University degree with two additional years of relevant experience may be accepted in lieu of the advanced university degree.

A minor degree or Training Certificates in Social Sciences, Humanities, Counselling, Sports, Logistics, Emergency Response/First Responders/Peer Helpers, Training or

relevant combination of Education and Stress Management/Welfare activities and experience in a closely related field is desirable.

Experience: At least two years of progressively responsible experience in planning and organizing welfare events such as cultural and arts exhibitions, large scale sports and gaming events, training, large parties, and other Stress Management Type events including delivering training, excellent customer service skills, and creativity to deliver successful programs with limited resources are required.

Language: Fluency in both spoken and written English and Arabic is required.

Competencies:

Professionalism: Strong related background and working experience in a multi-cultural environment, especially in initiating and encouraging participation in welfare/social activities; ability to Coordinate and consult with other relevant specialist services in the Organization as per its cross-cutting functional scope which includes staff administration, Human Resources policy as well as Medical Services in respect of emergencies, support and related administrative functions; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

HOW TO APPLY

Interested applicants should submit their applications together with:

- 1) Cover letter setting out how the qualifications and experience match the requirements of the position
- 2) Completed and signed United Nations Personal History form ([P-11](#))
- 3) A copy of own Birth Certificate, Sudanese Resident Certificate, National passport, Secondary and/or University Diploma, copies of previous employment certificate(s) and three references from previous employers by ONE of the following methods: (All Applicants MUST indicate the job opening number, Post Title and the Duty Station of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].)

By e-mail: All applicants are strongly encouraged to apply by e-mail: El Fasher: UNAMIDJO-ELF@un.org

By Hand: Deliver to: the UNAMID Regional Office in: El Fasher, ARC Compound or Super Camp.

IMPORTANT: Please refer to the Qualifications and Experience and Competencies sections above and make sure that you are eligible to apply.

In line with the UN policy on gender balance, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

WARNING TO APPLICANTS:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

UNAMID does not provide accommodation to locally recruited staff (national Staff), since they are expected to be with commuting distance within the locality of recruitment.