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.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Trinidad and Tobago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>3</td>
</tr>
<tr>
<td>Duration</td>
<td>Until 31-12-2017</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Port of Spain [TTO]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td>Assignment without family</td>
</tr>
</tbody>
</table>

Living Conditions

Generally living conditions are good in Trinidad and Tobago. Crime and security should always be taken into account - particularly in Trinidad, which is at UN Security Level 3; Tobago is at Level 2. Clearing of shipments through customs can take a long time. TV, radio and internet services are readily available.

Road conditions are reasonable but traffic congestion at peak times is an issue considering the limited road capacity for the number of vehicles circulating in the country. Taxis (marked with an “H” license plate) can be accessed through set routes throughout the country and buses are also available within Port of Spain, and into and out of the city into other areas in the country; however, transportation becomes more limited in the evenings, when many routes are not serviced. Transportation between Trinidad and Tobago is via ferry from Port of Spain to Scarborough, or air. Good medical care is available in Port of Spain and other major centres.

Public and private (including international) schools are available throughout the country. Different types of quality houses/apartments are available, but are generally quite expensive compared to other countries. Banking and credit card institutions are generally good with online banking also available for local bank accounts, however, it is becoming more difficult for foreigners to open bank accounts due to foreign exchange shortages and money laundering/fraud concerns. Currently, Trinidad and Tobago
Tobago is undergoing a foreign currency shortage and therefore cashing your VLA in USD is proving to be challenging, however UNV/UNDP is working with each volunteer on a case-by-case basis to support them through this process. The country is in a recession and prices of numerous commodities such as imported foods are increasing. While some gas subsidies have been removed, gas and electricity remain affordable in comparison to other countries in the Caribbean and even globally. Shopping is available at shops in the city centres and at suburban malls, and in produce and craft markets. A variety of local and imported foodstuffs are available. Prior to arrival to Trinidad and Tobago the UNV Field Unit will share with you further information on the living conditions in the country, and provide you with options regarding transportation from the airport upon arrival and temporary accommodation until more permanent housing can be found.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Associate RSD Officer – Level 2</th>
</tr>
</thead>
</table>

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

The Associate RSD Officer is a member of the Refugee Status Determination (RSD) team. Under the direct supervision of the RSD Officer (RSD Supervisor), s/he is responsible for conducting RSD interviews to determine eligibility for refugee status, undertaking country of origin (COI) and other research related to the claim, as required, and drafting RSD assessments, including for complex cases. The Associate RSD Officer provides counselling to asylum-seekers and refugees on UNHCR's RSD procedures and on their status, rights and obligations in the country of asylum. The Associate RSD Officer may review RSD assessments of members of the RSD team and provide legal and procedural guidance and coaching, as required. The Associate RSD Officer may assist in developing and implementing RSD training, including for Government authorities and other partners, as well as other measures to enhance the quality and efficiency of RSD decision-making, and provide technical advice to strengthen national asylum procedures. The Associate RSD Officer assists in compiling and analysing information related to the RSD activities of the operation, and participates in decisions regarding appropriate case management strategies.

Sustainable Development Goals | 10. Reduced Inequalities

UNV Focus Area | Securing access to basic social services

Task description

Under the direct supervision of the UNHCR Representative, the UN Volunteer will undertake the following tasks:

Strategic Direction and Coordination:

- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through RSD.
- Assist in the development of the RSD strategy of the operation and in the annual planning exercise.
- Contribute to the development and enhancement of regional and global RSD standards and policies.

Response and Advice:

- Review RSD decisions and provide appropriate feedback and guidance to RSD staff. [1]
- Conduct RSD interviews and draft RSD Assessments in accordance with applicable standards and guidelines.
- Maintain accurate and up-to-date records and data related to all work on individual cases.
- Provide counselling to asylum seekers and refugees.
- Assist in designing, implementing and revising, as required, operation-specific SOPs for all aspects of the RSD operation in accordance with applicable standards and policies.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.

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[1] 30 Oct 2017
Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing to identify and respond to developments or issues impacting on the efficiency or quality of RSD decision-making, and to propose remedial measures.

**Advocacy, Information Management and Research:**

Conduct research on country of origin information (COI) and legal issues related to RSD and assist in maintaining a local repository of relevant information, guidelines and standards accessible to RSD staff in the operation.

Ensure that persons of concern, Government authorities and legal partners have accurate information on the RSD procedures, including UNHCR standards, policy and practice.

Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the RSD procedures, including UNHCR standards, policy and practice.

Assist in initiatives to advocate with and support Government authorities and legal partners to establish and strengthen fair and efficient RSD procedures and RSD decision-making.

**Promotion and Capacity Building:**

Assess training needs of UNHCR staff engaged in RSD and related activities and provide on-going training and coaching on legal and procedural RSD issues.

Support the development and implementation of RSD training initiatives for Government authorities and legal partners.

**Human resources:**

Assist in evaluating and projecting RSD staffing needs using the RSD Staffing Benchmarks.

Support UNHCR staff engaged in RSD and related activities and exercise effective oversight.

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[1] Note: RSD UN Volunteers are not authorized to endorse and co-sign RSD decisions.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day).
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country.
- 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.
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers.
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

**Results/Expected Outputs**

The incumbent processes 4 first instance RSD cases or 6 second instance RSD cases per week (RSD Interview and RSD Assessment completed).[1]

UNHCR's RSD procedures are implemented in accordance with relevant UNHCR standards and policies, including policies related to age, gender, and diversity mainstreaming (AGDM).

Persons of concern have fair and transparent access to the RSD procedures.

Persons of concern are treated with dignity, respect and professionalism.

The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);

Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.

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.

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[1] These output targets are indicative only. Actual output, and related targets, depend upon a range of factors (including the experience, knowledge and skills of RSD staff; the complexity of RSD cases; and RSD case +management strategies in place for specific RSD caseloads). The RSD Unit in DIP recommends that the number of RSD interviews assigned correspond to the number of RSD assessments finalized, to maximize the quality and efficiency of procedures while minimizing potential for staff burnout.

Additional information on Results/Expected Outputs would appear here ....

* The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments

Type of Degree: Law, political science, international relations or another related field.

Years of Required Work Experience
48 months

Experience Description
Minimum years of relevant professional job experience, preferably in the area of refugee protection, human rights or international humanitarian law: 2 years (with a postgraduate degree) or 4 years (with an undergraduate degree).

Desirable Qualifications and Skills:
- Minimum 1 year of experience working directly with procedures and principles related to RSD.
- Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles.
- Strong research and analytical skills.
- Excellent oral and written communication skills.
- Strong interpersonal and cross-cultural communication skills.
- Age, Gender, and Diversity (AGD) awareness and demonstrated ability to perform effectively in a multi-cultural environment.
- The ability to work effectively under stress and in crisis situation.

Language Skills
- ENG (Mandatory), Level - Fluent
- AND - SPA (Mandatory), Level - Fluent

DoA Expertise
- Protection of refugees, asylum seekers and IDPs Mandatory

Additional Requirements for Area of Expertise
- Experience as a decision-maker in UNHCR or Government RSD procedures is highly desirable.
- Experience in counselling asylum seekers or refugees.
- Experience in working with vulnerable or traumatized individuals.
- Completion of UNHCR’s RSD Learning Programme, COI Learning Programme, Protection Learning Programme.
- Experience in supervising and in providing training or coaching, guidance or advice to staff.

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning

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F. +49 (0) 228-815 2001
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W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

30 Oct 2017

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Conditions of Service and other information

Conditions of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,587. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For example, kindly enter the link Calculator

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

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 in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.
UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Application Code**

TTOR000013-2325

**Application procedure**

If you have not yet registered in the UNV Talent pool, please apply by registering your profile at https://vmam.unv.org/candidate/signup. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to ‘My Page’ section of your profile, click on the ‘Special Calls’ hyperlink and select the special call you would like to apply for. If you are registered in the UNV database, please update your profile at https://vmam.unv.org/. Go to ‘My Page’ section of your profile, click on the ‘Special Calls’ hyperlink and select the special call you would like to apply for.


**Disclaimer**

*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.*