

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PSER000063--Legal Officer

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

Country of Assignment	Palestine
Host Institute	UN Relief Agency for Palestine
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-10-2018
Duty Station	East Jerusalem [PSE]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The UN Volunteer will reside in Jerusalem, which is a family duty station. It is currently at UNDSS security level MODERATE. As is the case for UN staff and partners, the volunteer will make his/her own arrangements for housing and transportation to and from work. International UN personnel rent furnished or unfurnished apartments found using agents or by word-of-mouth through colleagues. Personnel in Jerusalem and its vicinity usually use their own cars for transportation. Internationals who want to arrive or leave the country can either enter through Queen Alia International Airport in Amman, Jordan, and cross King Hussein/Allenby Bridge or Ben Gurion Airport in Tel Aviv, Israel. Travel into the West Bank is only permitted in a UN vehicle with a UN driver and no overnight stays are permitted except for at locations cleared by UNDSS. Travel into Gaza is only permitted in an armoured UN vehicle with a trained driver. Overnight stays in Gaza are strictly confined to an approved, secure hotel.

The UN volunteer will be based in Jerusalem and work in Jerusalem and the West Bank. The West Bank is currently at UNDSS security level MODERATE and the volunteer will be required to conduct regular field trips to refugee camps, urban areas and rural villages in the West Bank. The volunteer will be exposed to a community living in an insecure environment with a high level of poverty.

Jerusalem has a Mediterranean climate with hot, dry summers and short, wet, cool winters; temperature and rainfall vary depending on altitude and location. The Palestinian dialect is common to Egypt, Jordan, Lebanon, Syria and parts of Iraq. In Jerusalem, both English and Hebrew are also common. The Israeli shekel (NIS) is the currency of the occupied Palestinian territory and Israel. The time zone is GMT +2 hours.

The health care sector is divided into public and private health services. The public health service is accessible to all. Better health services can be found at private clinics and hospitals, which are spread out mainly in larger cities. Sophisticated medical care, including for children, is available throughout Jerusalem. Primary and secondary education is available for the children of international personnel in Jerusalem, which include schools such as the Anglican International School of Jerusalem and the Lycée Français de Jerusalem.

Assignment Details

Assignment Title

Legal Officer

Organizational Context & Project Description

UNRWA is mandated to provide assistance and protection to some five million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. UNRWA is funded almost entirely by voluntary contributions. UNRWA is the largest UN operation in the Middle East, with more than 30,000 staff. Most of these staff are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

UNRWA's Department of Legal Affairs (DLA) is based in Jerusalem and services all parts of UNRWA and areas of operations. Pursuant to its objective to provide "accurate, timely legal oversight and advice ... based on the Agency's regulatory framework and international law", as encapsulated in Output 16.1.2 under Outcome 16.1 of Strategic Objective 16 (Goal 5), DLA engages in the following activities:

Advise the Commissioner-General and senior-level advisory bodies established by the Commissioner-General, the Management Committee, UNRWA Departments and Field Offices;

Support the implementation of the Agency's reformed system for the Administration of Justice and represent the Agency in cases filed before the UNRWA Dispute Tribunal and appeals before the United Nations Administrative Tribunal;

Ensure consistent application and interpretation of Agency-wide legal instructions and policies, including on privileges and immunities, neutrality, detained staff, and attacks/threats against staff;

Advise HQ and Fields on contractual and commercial arrangements, procurement processes and activities, and financing/funding arrangements and the resolution of disputes relating thereto matters, the development of Agency standard contracts and the review of all non-standard contracts and donor agreements;

Advise relevant stakeholders on the administration of disciplinary measures, detained staff and other staffing issues in accordance with the regulatory framework;

Report to and liaise with governments, as appropriate, UN bodies, and NGOs on international law issues, including issues related to protection and development;

Review and draft Agency policies and procedures and documents;

Provide support and training to Fields and Headquarters.

During the assignment, the UN Volunteer would be interacting with many partners/organizations, in particular as part of the UN Volunteer's support for DLA's work on international law and protection issues with the UN and NGO community in the occupied Palestinian territory. Partners could include OHCHR, UNICEF, OCHA, Diakonia and other stakeholders within or outside the United Nations. These partners contribute to UNRWA's human development and protection work in a variety of ways. The UN Volunteer would also be expected to interact with many UNRWA departments across the HQ, Gaza and West Bank Field Offices and the other fields, including in relation to the Agency's protection function and general law matters.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

UNV Focus Area

Securing access to basic social services

Task description

Under the direct supervision of the Principal Legal Officer (International Law) or the Principal Legal Officer (General Law), the UN Volunteer will undertake the following tasks:

Provide specialist legal advice on the interpretation of international law, including human rights, international humanitarian law and UN privileges and immunities, and respond to requests from Headquarters and Fields;

Provide legal advice in support to the Agency's protection function and liaise with other UN Agencies and NGOs on protection issues, including through participating in UN working group meetings in the West Bank, as appropriate;

Draft and review reports to United Nations bodies, including the General Assembly and human rights mechanisms, to key donors and NGOs;

Assist in the development of human rights analysis, preparation of submissions to the international human rights system and advocacy in relation to the enjoyment of human rights of Palestine refugees;

Contribute specialist knowledge as a member of the legal team to large-scale legal research and policy development projects on issues engaging international law;

Assist in the provision of legal advice and assistance on matters arising from contracts entered into by the Agency, including those relating to procurement of goods and services and donor financing and project agreements for the delivery of humanitarian and development assistance;

Assist in research and analysis on a wide range of administrative law issues, including use of the Agency's system for internal administration of justice for staff members;

Provide legal input into Agency policies and strategies including to ensure compliance with international human rights standards;

Help build the capacity of colleagues in the Agency and, as appropriate, outside the Agency, through assisting in the development and delivery of training materials, coaching, mentoring and formal and on-the-job training, including in relation to international law training as appropriate;

Perform any other related duties as may be required.

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

Efficient, timely, responsive, client-friendly and high-quality legal support rendered to UNRWA's humanitarian, human development and protection functions, including:

The delivery of the Agency's strategic outcome number 1 for 2016-2020 (Medium Term Strategy) 'refugees' rights under international law are protected and promoted';

The delivery of the Agency's other strategic outcomes for 2016-2020 including the protection of refugee health, reduction in disease burden, school-aged children complete quality, equitable and inclusive basic education, refugee capabilities are strengthened for increased livelihood opportunities, refugees are able to meet their basic human needs of food, shelter and environmental health;

UNRWA's relationships with other UN organizations and NGOs strengthened, particularly in relation to protection of Palestine refugees and advancement of Agency's human development goals;

Development and delivery of training materials on international law and protection targeted to staff working in the occupied Palestinian territory (operations support and protection);

Research and advice on contractual, procurement and staffing-related matters to support human development outcomes;

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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

- 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

A university degree in law or professional qualification in law, with specialisation in international law, commercial law or administrative law desirable

Required experience 24 months

Experience Remark

At least 2 years' professional legal experience in a Government, international organization or private sector;

Experience in research, interpretation and application of international law would be an asset;

Outstanding written and oral communications skills in English; working knowledge of Arabic an asset;

Proficiency with MS Office applications, and good general computer literacy;

Ability to travel throughout the occupied Palestinian territory and other areas of UNRWA operations;

Sound security awareness;

Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Other legal experience Mandatory
- International law Optional
- Legal research Optional

Area of Expertise Requirement

Experience in research, interpretation and application of international law would be an asset

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition 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\$ 1,602. 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.

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

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

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 PSER000063-2833

Application procedure

This assignment is funded by the Government of Finland, therefore only Finnish nationals are eligible to apply.

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 08 July 2018

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.