

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BDIR000736--Associate Resettlement 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	Burundi
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Bujumbura [BDI]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

Bujumbura is classified as Security level III. Caution is therefore advised at all times in the capital as well as in the interior of the country. Bujumbura is a non-family duty station category D; all UN personnel must carry VHF radios and it is mandatory to attend the safety briefing upon arrival in the country.

Burundi is emerging from a long conflict and social indicators show that 70% of Burundi's population

lives below the poverty line. The UN security service has certain security standards that all housing must meet and UN volunteers receive an allowance to ensure that these standards can be met. The electricity supply is erratic. Therefore, alternative source of electricity supply (e.g. use of generator) should be installed at residence. In terms of health, it is advised to drink bottled or boiled water; to be careful of what foods one eats and to always take the necessary precautions against malaria which is a serious threat in the country.

R&R (Rest and Recuperation, a mandatory leave aiming to remove staff from a stressful location) is applicable for staff assigned to Bujumbura every 8 weeks.

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

Furnished houses are available in areas cleared by the UNHCR Field Safety Officer (rent ranges from USD 600 upwards). It should be noted that there is a curfew from midnight until 5:00 AM.

Assignment Details

Assignment Title Associate Resettlement Officer

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 Resettlement (RST) Officer is a member of the Resettlement unit and Protection section. Under the direct supervision of the Resettlement Officer, s/he is responsible for conducting Resettlement interviews to draft Resettlement Registration Forms (RRFs). S/he may be required to undertake country of origin (COI) and other research related to the claim and resettlement need to include in the RRF and resettlement assessments. The Associate RST Officer provides counselling to refugees on UNHCR's Resettlement procedures, on the status of their cases, fraud and corruption matters along the procedure to report such issues. The Associate RST Officer may review deferral responses, RST assessments, RRFs of other resettlement case workers and provide procedural guidance and coaching, as required. The Associate RST Officer may assist in developing and implementing RST training, including for Government authorities and partners, as well as other measures to enhance the quality and efficiency of RST processing. S/he will draft a variety of documents such as the annual resettlement country chapter, operation plan, reports and SOPs. The Associate RST Officer assists with the organization and hosting of resettlement selection missions, compiling and analyzing information related to the RST activities of the operation, and participates in decisions regarding appropriate case management strategies. S/he will act as Officer in Charge of the unit in the absence of the Resettlement Officer.

Sustainable Development Goals 11. Sustainable Cities and Communities

Task description

- Conduct casework by interviewing identified refugees for resettlement. Assess the resettlement needs and complete RRF (Resettlement Registration Forms) and refer cases for review to the Resettlement Officer;
- Research country of origin information to support and strengthen resettlement cases;
- Support and assist in the preparation of and facilitation of resettlement country missions;
- Assist Resettlement Officer with the organizing of training workshops and seminars on resettlement related issues for UNHCR staff;
- Manage in a fair manner refugees' resettlement expectations through information sharing, outreach and counselling;
- Regularly liaise with Protection, Community Services and other relevant Units to individual case processing within the Office;
- Regularly update ProGres database with resettlement events and maintain own statistical data for reporting purposes;
- Participate at the Resettlement Unit, Protection Section and Office meetings when requested;
- Undertake support resettlement missions to the field when 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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

- Cases are referred for resettlement in accordance with existing SOPs;
- Participation at office meetings to discuss cases identified for possible resettlement consideration;
- Resettlement events in ProGres database are properly updated and cases are tracked;

- Resettlement country missions and refugee departures from (country) are facilitated;
 - Resettlement counseling is provided to refugees;
 - 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.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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 dur-ing 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

Type of Degree: University degree in Law, Social Sciences, Sociology or related field

Required experience 24 months

Experience Remark

Minimum 2 years of work experience with refugees and/or other people of concern in a protection capacity required, especially in conducting RSD (Refugee Status Determination) and resettlement interviews.

Desirable Qualifications and Skills:

- Knowledge of UN policies and procedures;
- Field experience;
- Flexibility and ability to provide support and oversight to numerous projects at once and willingness to undertake some related administrative tasks;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Ability to complete tasks within a set time frame;
- Good analytical skills;
- Ability to work effectively and with minimum supervision.

Interview skills:

- General computer literacy (word, email, internet) and good knowledge of the basic data-management programs; Excel, Access, ProGres (asset).
- Very good communication and drafting skills in both English and French. RRFs will be drafted in English however French is the working language in Burundi and all other documents and communication are written in French.
- Proficient in Microsoft Word and Excel

Language: Fluency in English is required while working knowledge of French is desirable.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Protection of refugees, asylum seekers and IDPs Mandatory

Area of Expertise Requirement

- Protection capacity
- RSD (Refugee Status Determination) and resettlement interviews.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment

including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code BDIR000736-10162

Application procedure

*** 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' <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: 05 August 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/QkRJUjAwMDczNg==>

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.