

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHER000031--Refugee UNV Assistant to the Global Appeal and Reports Section

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	Switzerland
Host Institute	UN High Commissioner for Refugees
Volunteer Category	Refugee UN Volunteer
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Geneva [CHE]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Important, please, read before applying.

1. **This assignment is open only for the application of refugees;** who are recognized as Refugees by the competent authorities responsible for granting of Refugee status in the Country of residence/refuge, or person has been recognized as a Refugee in accordance with UNHCR mandate and has right to reside legally in the country of refuge.
2. **Official document as a proof of refugee status is mandatory to submit.** The applicant with abovementioned refugee status should submit the official document as a proof of refugee status before and/or during the interview. The applications without the respective document will not be considered for this assignment.
3. **Duty Station and Entitlements:** The selected candidate's contracting duty station & entitlements will be where the candidate is recognized with a refugee status in the country of current residency. There will be no re-location to Geneva.
4. The candidate should be at least 22 years of age as a part of the requirement of Refugee UN Volunteer (RUNV) modality.

Living Conditions

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A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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

It is a full-time role with working hours starting from 08.00am to 17:00pm CET from Monday to Friday (40 hours per week). Due to COVID-19 restrictions, this UNV assignment may be continued as a home-based. Access to UNHCR premises when these are nearby should be facilitated in line with local conditions and context, and any support offered.

As this is a Refugee UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

Assignment Title Refugee UNV Assistant to the Global Appeal and Reports Section

Organizational Context & Project Description

Created in 1950, the United Nations High Commissioner for Refugees (UNHCR) is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced persons and stateless people. UNHCR's primary purpose is to safeguard the rights and well-being of people who have been forced to flee.

As an international humanitarian organization, with a protection function at its core, UNHCR is committed to 'putting people first' and drawing on the rich range of experiences, capacities, and aspirations of refugee, displaced, and stateless women, men, girls and boys. In addition, it is committed to being accountable to the people it serves by listening and responding to their needs, perspectives, and priorities.

UNHCR, like other UN agencies and civil society actors, made the [commitment](#) at the World Humanitarian Summit in May 2016 to "Empower national and local humanitarian action" and thus, to work towards greater localisation. Moreover, the [New York Declaration](#) and the [Global Compact on Refugees \(GCR\)](#) both refer to the importance of engaging directly with forcibly displaced persons themselves. The [2019 Global Refugee Forum \(GRF\)](#) pledges equally stipulate PoC engagement and partnerships offer and require UNHCR and partners to ensure that PoCs are meaningfully engaged throughout the process. Engaging with CBOs is also rooted in [UNHCR's community-based protection approach](#) and the [age, gender and diversity policy](#) through which UNHCR commits to putting PoCs at the centre of all decisions that affect their lives ensuring our accountability to affected people.

UNHCR's Global Appeals and Reports Section communicates externally about the results achieved by organisation with funding received from donor governments and private sector partners, and the needs of people forced to flee. The Section is the penholder to UNHCR's two major publications – the Global Appeal and Global Report, and also produces/co-produces other reports and supplementary appeals. The Section also manages [Global Focus](#) (UNHCR's main operational reporting portal). The Section is part of the Donor Relations and Resource Mobilization Service, in the Division of External Relations.

This Refugee UNV assignment is part of UNHCR's ongoing efforts to ensure that refugees, internally displaced, stateless and other people under UNHCR's mandate are appropriately reflected, respectfully represented, approving of and participating in its external content/publications. The Global Appeals and Reports Section wishes to engage a refugee UNV to support it with reflecting refugee voices in its publications, informing all stages of appeals/reports – from conceptualization and design of the content to production and dissemination, and redesigning Global Focus. For this, the Refugee UNV will need to bring both communications/reporting and design skills.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of Associate Donor Relations Officer ([Global Focus](#) content management) in collaboration with the Chief of Section, the Refugee UNV Assistant to the Global Appeal and Reports Section will support in the following tasks:

- Inclusion of refugee voices in the work of the Section/Service
 - Exploring creative ways to reflect refugee (or forcible displaced) voices in appeals, reports and other publications produced/co-produced by the section.
 - Drafting and developing good practices for the Section/service to follow in terms of engaging with refugees.

- Design creative content
 - Conceptualizing infographics with data on budget, targets, indicators, results, etc.
 - Helping design the new results-based framework for presentation in the Global Appeal.
 - Presenting content in a structured and accessible manner for the print publications, microsites and presentations produced/co-produced by the Section.
- Innovative thinking around Global Focus redesign
 - Familiarizing with the Global Focus website and the current platform it's built on.
 - Participating in discussions on Global Focus reform, including any meetings within/outside the Section.
 - Contributing to the Global Focus redesign by proposing creative ideas in terms of design (in line with UNHCR brand guidelines), presenting the content in a meaningful way.
- Keep abreast on the information related to the new results-based framework (COMPASS), different global platforms/UNHCR systems like refugee data, inter-agency portal, etc. and analyse/understand the impact of any new developments on the work of the Section.
- Any other tasks related to appeals, Global Focus and reports.

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

As an active UNHCR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its beneficiaries in the accomplishment of her/his functions, including:

- Successfully reflect refugee voices in the Global Appeal 2022.
- Development of good practices for DRRM's engagement with refugees.
- Playing a full role in the conceptualization of the Global Appeal 2022.
- Contributing to the Global Focus reform.
- Other support to the Section if or as needed or requested.
- 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 during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level

Secondary education

Education - Additional Comments

Required

- Completed Secondary Education

Desirable:

- Bachelor's degree or Master's degree in a relevant area, (e.g., international relations, social work, law, anthropology, development studies or any other relevant field);

Required experience

0 months

Experience Remark

- Experience with designing documents, preferable with creative cloud apps like InDesign, Illustrator, Photoshop, etc.
- Strong design, oral and written skills, as well as drafting, formulation, reporting skills

Desirable:

- Experience working/engaging with the UN or other international development organization

Assignment Remarks:

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Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other communications related experience Optional

Area of Expertise Requirement

- Experience with research and analysis;
- Attention to detail in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; and office technology equipment;
- Ability to work and adapt professionally and effectively in a challenging environment; and ability to work effectively in a multicultural team of international and national personnel
- Self-motivated, ability to work independently with minimum supervision; and ability to work with tight deadlines.

Fluency in spoken and written English is required; Working knowledge of a second UN Language (French, Spanish or Arabic) is an advantage.

Desirable:

- Familiarity with InDesign, Illustrator and Photoshop;
- Have affinity with or interest in the protection of people of concern to UNHCR, volunteerism as a mechanism for durable development, and the UN System; and

Need Driving Licence

No

Competencies & Values

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- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- 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:

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, even within countries. Such restrictions may affect the ability of UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included as well as final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, the applicable Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>.

In an effort to ensure consistency and fair treatment of UN Volunteers in the country in terms of benefits, candidates will be required to self-declare the humanitarian assistance they are in receipt of, which, upon selection will then be assessed, and adjusted as needed.



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.

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