

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## DJIR000197--Associate Protection 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

<b>Country of Assignment</b>	Djibouti
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	until 31-12-2021
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Djibouti [DJI]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

Djibouti is a small country of over 900,000 people. Although mired with its own economic challenges, it continues to welcome and provide for its refugee and asylum-seeker community of 33,577 roughly 3% of its population. UNHCR works with the Government of Djibouti, donors, and partners to alleviate the challenges of refugees in the three villages (Ali Addeh, Holl-Holl, and Markazi) as well as in the urban areas. The majority of persons of concern (PoC) in Djibouti are refugees from Somalia, Eritrea and Ethiopia living in the villages of Ali Adeh and Holl Holl in the south of the country although UNHCR Djibouti also extends protection related services to approximately 6,987 PoC living among the host community in Djibouti Ville. Many of these individuals have been assisted in the villages for over 25 years. The Yemen crisis has caused a substantial influx of recent arrivals in Djibouti. Currently, there are 3519 Yemeni refugees living in Djibouti, out of which 2,513 are settled in Markazi village, in the Northern region of Obock. The long-term displacement context, prevalence of secondary movements and influx of arrivals from Yemen all present distinct protection concerns among the diverse PoC, demanding a solution-oriented approach to protection that is considered multi-dimensional. Rule of law and access to justice programming is a key enabling element of such approach. Partnership opportunities in the protection arena are limited in Djibouti, with only a small number of international NGOs present and a relatively small local civil society presence. Most legal

support to refugees has been limited to assistance of SGBV survivors, marriages and divorce. This assistance involves support for SGBV victims to navigate the legal process through assistance to obtain necessary medical evidence, in cases of sexual assault or domestic violence, and advice on legal processes.

# Assignment Details

## Assignment Title

Associate Protection Officer

## Organizational Context & Project Description

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## Sustainable Development Goals

15. Life on Land

## Task description

Within the delegated authority and under the supervision of Protection Officer in Djibouti or his/her designated mandated representative(s), the UN Volunteer will undertake the following tasks:

- Through relationships with persons of concern, authorities and network of partners stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to senior management.
- Ensure that the perspectives, capacities, needs and resources of the persons of concerns are reflected in the protection strategy, planning processes and operations plan addressing the specific protection needs of women and men, children, youth and older persons, persons with disabilities, minority groups such as sexual minorities and persons living with HIV/AIDS;
- Utilize the IDPs footprint during the planning process;
- Coordinate the promotion of international refugee law principles and standards and also IDP legislation or policies ensuring that all sectors and clusters fulfill their responsibilities mainstreaming protection;
- Coordinate the implementation and monitoring of programmes ensuring that identified protection needs, including an Age, Gender and Diversity (AGD) approach, are adequately addressed;
- Provide policy guidance and operational support to UNHCR and partners on all protection related issues;
- Provide legal advice and guidance on protection issues to internal and external interlocutors; ensure legal assistance is accessible to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documents to persons of concern (civil documentation, in particular birth certificates);
- Monitor, and assist with the intervention in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners;
- Assist in the coordinated implementation and oversight of Standard Operating Procedures (SOPs) for all protection/solutions activities;
- Ensure that durable solutions through voluntary repatriation, local integration and where appropriate, resettlement are sought and provided to the largest possible number of persons of concern;

- Ensure through direct action and advocacy with more senior protection staff that the necessary resources are allocated to enable protection activities to identify and address protection and assistance gaps;
- Support a consultative process with government counterparts at local levels, partners and persons of concern to develop and implement integrated strategies that address the key protection priorities, including, for example, child protection, education and SGBV, and solutions approaches;
- Promote confidence building and conflict resolution among populations of concern, authorities and host communities;
- Maintain protection presence through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners. In operations applying the humanitarian cluster system, contribute to ensuring that the response of the Protection Cluster is grounded in an AGD-compliant strategy which covers all assessed and prioritized protection needs of the affected populations;
- Contribute to the Protection team's information management component which: provide disaggregated data on populations of concern and their problems; researches, collects and disseminates relevant protection information and good practices to enhance protection delivery and provide technical advice if necessary;
- Ensure participatory, community-based protection and AGD approaches are included in, strategies and plans in the country operation;
- Support persons of concern to develop structures that enhance their participation and protection.

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:
  - Protection strategies are developed covering all different persons of concern;
  - Specific protection needs are identified and addressed;
  - International refugee law standards and principles are enacted and respected;
  - Legal advice and guidance on protection issues are provided;
  - Durable solutions are provided to the largest number of refugees and IDPs
  - Countries in the region maintain regular contacts;
  - The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches, which inform protection and assistance programming;
  - National protection capacities are improved through direct engagement, research and advocacy with all relevant external interlocutors;
  - Protection incidents and needs are immediately identified and addressed through direct intervention, advocacy and public exposure;
  - Coordination with partners and other humanitarian actors is effectively maintained;
  - 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);
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- 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

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W. [www.unv.org](http://www.unv.org)

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

**Education - Additional Comments**

- University degree in Law, International Law, International Relations, Social Sciences, Political Sciences or related field.

**Required experience**

24 months

**Experience Remark**

- Minimum 2 years of experience with refugees and/or other people of concern in a protection capacity required
- Field experience.
- Commitment to help persons of concern and willingness to cooperate with counterparts.
- Knowledge of UN policies and procedures;
- Good analytical skills;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Ability to live and work in the difficult and harsh conditions of developing countries is essential.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism 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;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- *Desirable*: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;

**Language**

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

**Area of Expertise**

- Protection of refugees, asylum seekers and IDPs Mandatory

**Area of Expertise Requirement****Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Working in Teams

# Conditions of Service and other information

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**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.

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>.

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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**

DJIR000197-10561

**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' 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: 24 September 2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/REpJUjAwMDE5Nw==>

**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.*