

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000414--Associate Criminal Evidence Analyst

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	Iraq
Host Institute	UN Investigative Team for Accountability of Da'esh/ISIL
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Baghdad [IRQ]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

The UN Volunteer will live in Baghdad, which is not a family duty station. The official offices of UNITAD will be located inside the "International Zone", which comprised all UN Offices operating out of Baghdad.

Generally speaking, stringent security measures are in place throughout the country, and UN Volunteers, as other UN staff, are quite limited in all duty stations in Iraq when it comes to movement (walking virtually not allowed). Movement is done inside the "International Zone", in armored vehicles.

Assignment Details

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Qualifications/Requirements

Assignment Title

Associate Criminal Evidence Analyst

Organizational Context & Project Description

UNITAD is the Investigative Team mandated by Security Council resolution 2379 (2017) to support domestic efforts to hold ISIL (Da'esh) accountable their crimes by collecting, preserving, and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity, and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

Reflecting the global impact and reach of ISIL terrorist activities, as well as its extensive recruitment of foreign terrorist fighters, the Council has also requested the Special Adviser and Head of UNITAD to promote throughout the world, accountability for acts that may amount to war crimes, crimes against humanity or genocide committed by ISIL, and work with survivors to ensure their interests in achieving accountability are fully recognized.

In further recognition of the global nature of ISIL crimes, the Council underlined that another Member State in whose territory ISIL has committed acts that may amount to war crimes, crimes against humanity, or genocide, may request the Investigative Team to collect evidence of such acts, but only with the approval of the Security Council.

UNITAD is based in Baghdad, Republic of Iraq. Based on the mandate established pursuant to Security Council resolution 2379 (2017) and the Terms of Reference regarding the activities of the Investigative Team in Iraq, as approved by the Security Council on 13 February 2018, UNITAD engages, *inter alia*, in the following activities:

- Collection of a broad range of existing documentary, digital and testimonial evidence, obtained from actors including Iraqi national authorities, other national governments, victims and witness groups, civil society bodies and international and regional organizations;
- Compilation and analysis evidentiary material to identify gaps that need to be filled;
- Conduct of targeted field-based investigations in order to obtain physical, digital, forensic and testimonial evidence that will serve to fill the gaps identified and support case development, through direct engagement with victims and witnesses;
- Preservation and storage of all evidentiary material collected by the Investigative Team in accordance with international standards;

Produce comprehensive analytical case files capable of supporting domestic proceedings, both in Iraq and other Member States.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Legal Officer or his/her designated mandated representative(s), the UN Volunteer Associate Criminal Evidence Analyst will:

- support the Field Investigation Units to be deployed by UNITAD;
- Conduct crime and criminal intelligence analysis related to alleged violations of international humanitarian and criminal laws;
- Undertake detailed searches, including in electronic format, and analysis of relevant information/evidence;
- Manage and collate both information and evidence material in the data systems used by UNITAD;
- Summarize investigative materials and evidence and submit reports;
- In conjunction with legal officers and investigators, assist in the development of investigative strategies by: identifying appropriate targets through research and analysis; recognizing links between targets, groups, organizations and locations; recognizing trends in the behavior of targets, groups and organizations of interest;
- Assist in conducting interviews and obtaining statements, and gathering forensic evidence as part of the larger team;
- Assist in the compilation, organization and storage of evidence and information obtained by their respective Field Investigation Units, in consultation with the Archive and Records Section and the Information Systems Management Unit of UNITAD;
- Undertake computer related duties, including data entry in investigation / evidence registration and management systems;
- Work collaboratively and in coordination with colleagues to achieve organizational goals in accordance with standard operating procedures and in compliance with organizational regulations and rules;
- Maintain strict security and confidentiality of information by ensuring that security guidelines are adhered to and that strict procedures are implemented in relation to stored material; and
- Perform any other related duties as 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

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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- Advanced higher degree (Master's or equivalent) in a relevant area, e.g. law, international law, criminal investigations or related fields or area related to international law; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

Required experience 24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in law, international law, or criminal investigations, or other relevant programmes; experience with international tribunals is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written Arabic skills; excellent drafting, formulation, reporting skills
- Excellent oral and written English 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;
- 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;
- Have affinity with or interest in international criminal law and investigations, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Mandatory) , Level - Fluent

Area of Expertise

- Criminal law Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Optional

Area of Expertise Requirement

- 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;

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- 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.

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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>.

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

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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

IRQR000414-10549

Application procedure

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: 23 September 2021

doa.apply_url

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

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.