UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000736--UNV Community-Based Protection Assistant

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: Mozambique
Host Institute: UN High Commissioner for Refugees
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: until 31-12-2021
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Nampula [MOZ]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions

The duty station is in Nampula city, capital of Nampula Province, with frequent visits to Maratane Refugee Camp, located some 35 km of the city. Nampula is duty station classified under UNHCR rules and regulations as a “C – family” duty-station. It may be that the incumbent is asked to spend two to three days per week working accompanied or independently in the Refugee Camp. Conditions in the camp are reliable both security and social wise but can be harsh during summer months due to humidity, dust and heat. Direct contact with people, sometimes in extremely vulnerable conditions will be a daily activity, requiring patience, openness and utmost respect from the incumbent. In the camp, basic facilities are available, but the incumbent is expected to know how to handle long hours working outdoors. In Nampula, basic health facilities and food shops/restaurant are available. The general security situation is reliable. Accommodation can be found through house renting from the private sector. Communication and transport services are also available.
**Assignment Details**

**Assignment Title**
UNV Community-Based Protection Assistant

**Organizational Context & Project Description**

UNHCR is the UN agency mandated with the protection of refugees. UNHCR was established by the UN General Assembly in 1951 and is guided by the 1951 Convention relating to the Status of Refugees. The 1951 UN Refugee Convention defined on the international plane the basic minimum legal standards for the treatment of Refugees and provided an important legal basis for the protection of refugees in many areas of the world. UNHCR has expanded its protection mandate to Internally Displaced Persons (IDPs) and Stateless Persons.

UNHCR Mozambique works in partnership with INAR as well as with all relevant line ministries including the Department of Health (MOH), the Department of Education (MOE), the Department of Agriculture (MOA), the Department of Social Services and Women Affairs (DPJCAS). Furthermore, UNHCR works closely with other UN agencies (WFP, UNDP, IOM, and ILO).

Mozambique is a crossroads for mixed migration movements, both those caused by conflict and by political and economic reasons. The country is both a country of destination and of transit for asylum-seekers and refugees with the UNHCR supporting the protection response of the Government of Mozambique.

Mozambique is a state party to the 1951 Refugee Convention relating to the Status of Refugees and its 1967 Protocol. It is also a state party to the 1969 OAU Convention Governing the Specific Aspects of Refugee Problems in Africa. The 1951 Geneva Convention and the 1969 OAU Conventions were domesticated with the 1991 Refugee Act No. 21/1999. The 1991 Act establishes the national legal framework for refugee protection and the subsequent Decree 22/2007 regulates Refugee Status Determination procedures. The Instituto Nacional de Apoio aos Refugiados (INAR), under the authority of the Ministry of interior, is responsible for the adjudication of asylum claims as well as for the reception, registration, accommodation, protection and assistance of asylum seekers and refugees in Mozambique.

INAR has two offices located in Maputo and Nampula (covering Maratane camp). UNHCR provides the government, particularly INAR, with technical assistance in database management as well as on protection, registration and documentation matters.

The UNV Community Services Assistant is a member of the protection Unit at UNHCR Nampula Field Office. Under the supervision of the Head of Protection Unit, the NUNV Protection Assistant will perform frontline protection and operational support tasks as part of UNHCR refugee protection activities. The incumbent will be expected to develop specialized protection skills (such as refugee screenings, sexual and gender-based violence response and prevention, and resettlement) as part of ongoing efforts to develop versatile and well-rounded frontline protection staff. He/She will also interview complex protection cases to coordinate protection referrals and follow up with other functional units. He/She will also provide detailed information to persons of concern regarding assistance protection and UNHCR’s mandate.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Duties associated with the assignment will be carried out within a framework of voluntary commitment and engagement, which are the foundations of volunteerism. This position is a national UN Volunteer assignment within the UNHCR office in Nampula, Mozambique.

Under the direct supervision of the Head of Protection Unit, the National UNV Community-Based Protection Assistant will undertake the following tasks:

- Maintain protection presence through regular field monitoring visits and reports, making direct contact with persons of concern (POC), host communities, local authorities and partners. Particularly, conduct regular monitoring visits to POCs and undertake vulnerability assessments, recommending appropriate protection interventions and ensuring referral(s) are made to relevant services if/when necessary, in full compliance with UNHCR guidelines, protocols and SOPs, including ensuring data is captured in ProGres v4 and/or duly recorded in other case management tools.
- Ensure support and advice are provided to UNHCR’s POCs, within an Age, Gender and Diversity (AGD)-compliant strategy, covering all assessed and prioritized protection needs, to thus promote sensitive analysis of community risks and capacities as the essential basis for all of UNHCR’s work.
• Ensure support and advice are provided for the establishment of community activities which address the social, cultural, and livelihood needs of populations of concern.
• Ensure support and advice are provided to involve the host community in the protection of persons of concern.
• Ensure an AGD approach is applied in all aspects of his/her protection and solutions work on behalf of persons of concern.
• Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection delivery strategy and operational procedures.
• Work with host communities to identify opportunities for national civil society involvement in improving the protection of persons of concern.
• Work with implementing and operational partners, as well as with displaced and local communities, to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organizational and livelihood concerns as well as child protection and prevention and response to GBV.
• Assist in analysing protection risks, gaps, areas of concern, key needs and capacities of communities of concern. Monitor events, trends and changes/ progress.
• Support participatory assessments, community-based protection and AGD approaches are included in strategies and plans by multifunctional teams and ensure open dialogue with
• of concern are promoted throughout the year; with a calendar of consultations promoted to cover different topics of interest. Ensure that information collected feeds into the protection strategy and programming, as well as that regular feedback is provided to the community.
• Assist in planning and monitoring of programmes and budgets, with an AGD perspective. Build office capacity for community-based protection through training and establishing systems for community mobilization and participation of persons of concern.
• Assist in any other related tasks as may be required or assigned by the supervisor.

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

• Project activities well-coordinated and implemented to produce desired results as well as management of project finances.
• Strategic partnerships with INAR and other partners developed and strengthened.
• Annual work plans and budgets and key project documents prepared.
• Meetings and trainings implemented as planned.
• Results and lessons learnt documented.
• Reports submitted as required.
• 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);  
• 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

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Conditions of Service and other information

Required experience
24 months

Experience Remark
- Minimum 2 years of previous relevant job experience.

Language
- Portuguese (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Working Knowledge

Area of Expertise
- Other development programme/project experience Mandatory
- Protection of refugees, asylum seekers and IDPs Optional

Area of Expertise Requirement
- Proficiency in use of computer is required especially with knowledge of MS Office (Word, Excel, Outlook, and PowerPoint) and databases
- Fluency in both English and Portuguese is required for verbal and written communications.
- Knowledge of a local language will be an added advantage
- Knowledge of Swahili will be an added advantage

Need Driving Licence
No

Competencies & Values
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Respect for Diversity
- Working in Teams

Conditions of Service:

Click here to view Conditions of Service

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

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 national 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 national 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 national 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 (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a 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

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System.
(UNSMS) in line with the UNDSS Security Policy Manual;

- 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**

MOZR000736-9613

**Application procedure**

* Not yet registered in the UNV Talent Pool?

Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 12 September 2021

**doa.apply_url**

[https://vmam.unv.org//candidate/show-doa/TU9aUjAwMDczNg==](https://vmam.unv.org//candidate/show-doa/TU9aUjAwMDczNg==)

**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.*