

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NGAR000176--Associate Reporting 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	Nigeria
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	01-10-2021
Duty Station	Maiduguri [NGA]
Assignment Place	Non-Family Duty station

Assignment Place Remark

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Living Conditions

Security environment in the North East continues to be a cause of concern due to ongoing armed conflict between security forces and insurgents. Despite some recent gains by security forces, Boko Haram insurgent group remains resilient and continues to resort to asymmetrical warfare resulting in collateral damage among civilian population. UN Security Level-3 is currently in place in Maiduguri, and it is non-family duty station. This implies that official and private road travel by staff is limited as per the MOSS and all official missions in this region should not begin before 07:00 and be in a secure location no later than 18:30. Security escort is not required for travel within the city. However, police escorts are required as per MOSS for travel by road for most of the directions outside Maiduguri city. Most of the areas of responsibilities are accessible by UNHAS helicopters. Manual security clearance as well as TRIP system

clearance should be obtained from UNDSS for all travels by road/air within North-East of Nigeria. Traveling from Maiduguri to major cities (Abuja, Lagos, Yola, etc.) can be on several UN cleared commercial air carriers, as well as UNHAS.

UNHCR Maiduguri has a guest house for the international staff assigned, and for all other staff coming on mission. The guest house is the best so far in the city, and provides basic facilities namely TV, hot shower, and a clean room. The Rest and Recuperation (R&R) cycle in Maiduguri is 6 weeks, with the designated place of R&R being Accra, Ghana

There is a UN Clinic in Maiduguri, and other UN recommended hospitals. Although these hospitals are not up to internationally acceptable standards; they provide basic health care services.

The official currency is Nigerian Naira (NGN). Cash is the main means of transaction though cards are also accepted at some hotels and shops. You are encouraged to open local bank account. US dollars can be exchanged at hotels and banks, once you arrive in Maiduguri the driver can guide you on this. Below is to give you approximate idea of exchange rate in August 2021:

UN Rate: 1 USD = 411.19 NGN

Bank Rate: 1 USD = 409.11 NGN.

Local Market Rate: 1 USD = 497.00 NGN

Nigeria is a unique country and Maiduguri is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Associate Reporting Officer

Organizational Context & Project Description

1. 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).

UNHCR has also been involved in various IDP operations at the request of the concerned countries or the United Nations General Assembly/Secretariat General (UNGA/SG). Further to the humanitarian reform in 2005, UNHCR has been appointed to ensure the leadership of Protection, Shelter/NFI, and Camp management and camp coordination clusters in emergency settings. As a result, the staffing requirements have increased in UNHCR's operations worldwide. In Nigeria, UNHCR plays the role of co-sharing with IOM the Shelter/ NFI and CCCM sector, coordination for the Protection sector working group. In the meantime, UNHCR, as a protection agency, is implementing activities to promote a favorable protection environment. In addition, UNHCR Nigeria continues to respond to a complex humanitarian situation in northeast Nigeria which has caused massive internal displacement and refugee outflows into the neighboring countries of Cameroon, Niger, and Chad. UNHCR's humanitarian response targets IDPs, IDP returnees, and refugee returnees in this complex humanitarian environment. The 2021 Humanitarian Response Plan (HRP) puts the number of IDPs in Northeast Nigeria at 2.2 million. The ongoing efforts by the Nigerian forces to liberate more areas from Boko Haram control continue to create new displacements. As the military liberates new areas, some IDPs spontaneously return to their Local Government Areas (LGAs). The improved situation in some areas also engendered the spontaneous returns of refugees from neighboring countries. The movement of the humanitarian actors to the areas outside the state capitals is through helicopters. In some locations, humanitarian hubs, where humanitarian workers can stay on mission for a maximum period of three days, have been established.

Sustainable Development Goals 10. Reduced Inequalities

Task description

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

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

In particular, s/he will:

- Provide support to the protection sector in advocating for the rights of the displaced populations in North East Nigeria by advocating for the fundamental human rights of persons of concern to UNHCR; In performing protection work, inculcate a right based approach in the provision of services, advocate for the respect international human rights law; international humanitarian law and refugee law.
- Draft, formulate policies, guidelines, advocacy notes, position papers and provide guidance aimed at improving the delivery of protection services, by the protection sector in keeping with Global Protection Cluster standards.
- Foster and create strategic partnerships with the government, INGO, civil society groups, human rights institutions; to advance the rights of the most vulnerable groups amongst the IDP, host communities community-based, local, national, and international organizations.
- Promote and ensure protection mainstreaming by integrating Age, Gender and Diversity (AGD) approach across all sectors as health, WASH, nutrition and food security.
- Coordinate (under the supervision of the sector coordinator) multi sector needs assessments to the field and liaise closely with the local coordination groups established at various Local Government Areas.
- Provide support to the coordination mechanisms in place including attending the monthly meetings convened by the subsectors and AoR, CP, HLP and GBV and work closely with all the subsector leads;
- Establish a database on Protection of Civilians to record civilian casualties analyze trends of the effects of the protracted conflict on civilians. This database will *inter-alia* provide evidence-based protection monitoring to improve quality of reports produced by PSWG;
- Support the PSWG implement the HCT Centrality of Protection Strategy; plan regular monitoring of the performance indicators; lobby members to provide updates on progress on a monthly basis; Liaise and network closely with Areas Of Responsibility on Child Protection, CP, Housing Land and Property, HLP; Gender Based Violence, GBV and Humanitarian Mine Action, HMA as well as other stakeholders to improve referral mechanisms and pathways to enhance coordinated responses and improved service delivery;
- Collect, collate, analyze information and manage data, work closely with information management team to streamline information and make it user friendly for all protection actors;
- Prepare regular situation reports, flash information, ad hoc reports, Protection Analysis Framework (PAF) thematic and analytical reports including the Secretary-General's Annual Report;
- Provide briefing notes, draft talking points for senior management and give presentation to donors and visiting missions to the North East on the operational context;
- Collaborate with all sections in UNHCR to understand the operational context; the UNV will also receive guidance from the Senior Protection Officer and National Sector Coordinator and the NPSWG Secretariat in Abuja and international colleagues in Maiduguri

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:

- A stronger and more cohesive PSWG Secretariat;
- Production of evidence-based reports that will be used for advocacy and fund raising; findings will inform response programs, improve donor interest and rejuvenate the sector;
- An empowered community that will move from dependence on humanitarian assistance to early recovery and development;
- Improved interactions with the Civil Military Coordination mechanism, provide updates on protection of civilians at regular meetings;

- Ensure protection is mainstreamed across all sectors and cross cutting issues of gender, women's rights and human rights are integrated in all interventions;
- Regular inputs provided to the various reporting tools including the OCHA humanitarian situation monthly reports; UNHCR weekly reports,
- The development of capacity through coaching, mentoring and formal on-the-job training, for national staff, local NGO and government line ministries;
- UNHCR's objectives effectively promoted through advocacy and dialogue with the government organs, partners and affected populations; for instance, advocating for returns only when minimum conditions of safety, dignity and voluntariness are satisfactory;
- Knowledge management effectively promoted through drafting/finalizing SGBV sectoral reports, sharing good practice, lessons learned, and knowledge/information exchange.
- Sectoral work plan and activities implemented and monitored, ensuring alignment with the defined program strategies and approaches.
- Effective communication and networking achieved through partnership and collaboration with IDPs and Returnees and relevant partners.
- Drafting of timely and well researched reports including emerging trends and milestones reached; Establishment of the Strategic Advisory Group, SAG to provide expertise and guidance to the PSWG on protection concerns:
- Provision of a technically consolidated final report that includes a presentation of:
 - The technical assistance provided to link UNHCR interventions with all protection actors
 - Effective monitoring and follow up on the implementation of the Centrality of Protection Strategy Work Plan, tracking of activities; multi sector response
 - A description of training/capacity building efforts for partners
 - Description of age, gender and diversity the various protection processes and responses; Analysis of the progress and results achieved in every area of assigned work.
- 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 Bachelor degree or equivalent

Education - Additional Comments

University in Mass Communication, Humanities and Social Sciences, Social Work, Anthropology, Community Development and or related fields

Required experience 24 months

Experience Remark

Minimum 2 years of relevant professional experience in Information Management, reporter/ journalism, social worker and researcher.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Social work Mandatory

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Area of Expertise Requirement

- Knowledge and experience in the field of international protection, investigative journalism coupled with excellent drafting/reporting skills is desirable.
- Working experience with refugees, internally displaced populations and other people of concern in a protection capacity is an added asset.
- Excellent interpersonal, teamwork and negotiation skills in a cross-cultural environment and the ability to assist in communication of technical and non-technical details with Government technical staff as well as NGO staff and local authorities.
- Previous significant work experience with reporting on human rights violations, Working in conflict and post conflict environment.
- Sound knowledge of the humanitarian community and ability to work with all relevant actors and stakeholders.
- Strong written and verbal communications skills.
- Solid knowledge of Microsoft computer programs including Access, Excel, outlook, PowerPoint, and Word. Information and data base management;
- Knowledge of UN policies and procedures: Field experience
- Fluency in English.

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- 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.

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;

