UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ALBR000340--Associate External Relations 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Albania</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>9 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-04-2020</td>
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<tr>
<td>Duty Station</td>
<td>Tirana [ALB]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</table>

Living Conditions

Tirana, Albania is a family duty station with decent living conditions. In terms of security it is labeled under Level 2. Albania is still a country under development and as such has an average level of living conditions, more specifically Tirana has a cost of living index of 37.39 and is ranked 408\textsuperscript{th} out of 526 cities in the world.

Assignment Details

Assignment Title: Associate External Relations Officer

Organizational Context & Project Description
Albania remains mostly a transit country for refugees and migrants. The government keeps a rights-based approach to mixed movements and has declared its readiness to take part in European initiatives to address the phenomenon. In 2018, there was a five-fold increase in arrivals (5730) and 14 times increase of asylum requests (4378). These increases have continued into 2019, when 10,557 persons had arrived to the country of which 6,677 requested asylum. The mixed movements, however, remains mostly of a transitory nature, with an estimated 1% willing to remain in the country. 70% of arrivals and 75% of asylum seekers are from countries suffering turmoil and conflict, with Iraqis and Syrians broadly accounting for close to 60% of arrivals and 65% of asylum requests. In 2019 there have been more women, girls and boys arriving (24%) and seeking asylum (36%) and their humanitarian and protection needs are being addressed to the best extent possible, considering the existing social services and their short stay in the country. From January to end of November 2019 a total of 182 children were identified as travelling unaccompanied and/or separated. In light of the increased numbers, coordination with government counterparts, NGOs, UN agencies, as well as other stakeholders has been reinforced to ensure preparedness and an adequate response, notably on access to asylum and reception conditions. Overall reception capacity, which in 2018 was of 380 persons, has been reinforced following the addition some 115 places, notably at borders, in 2019. Gaps at borders and in-country have been identified along with government actors and UN Agencies and are being addressed, notably with regards to protection of persons with specific needs. Since May 2019, Frontex, the European Border and Coast Guard Agency has launched its first fully-fledged joint operation at the Albanian – Greek border.

A new Law on Asylum, with the purpose of having greater alignment with EU legislation, is being drafted. Asylum applications in Albania are handled by the Directorate for Asylum and Citizenship (DfAC), located within the Ministry of Interior. The Directorate has one Director and three staff.

Albania hosts 142 refugees and persons granted subsidiary protection, and approximately 300 asylum seekers at any given time. Among these, nearly half originate from Kosovo and have been residing in Albania for more than 15 years. In 2019, 24 positive decisions regarding refugee/subsidiary protection were granted by the DfAC. Legislation regarding the local integration of refugees is aligned with UNHCR standards, however important legal and administrative barriers persist in allowing full and effective access to rights.

Albania has taken significant steps to reducing the risk of statelessness by improving its legal framework through the revision of the Law on Civil Status in October 2018, advocated by UNHCR in coordination with UNICEF and NGOs. Draft by-laws have been finalised and approved by Ministry of Interior and other line Ministries. The majority of persons at risk of statelessness in Albania are entitled to nationality but experience difficulties in having it confirmed, mostly due to obstacles in birth registration linked to lengthy and costly administrative and judicial procedures. Roma and Egyptian minorities are at risk as a result of social and economic marginalization and children of Albanian diaspora returnees face obstacles to have their births registered and their Albanian nationality confirmed. A draft new Law on Citizenship which addresses most of the remaining concerns on statelessness has been prepared and is open for discussions in the Parliament.
Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the direct supervision of UNHCR Representative, the UN Volunteer will undertake the following tasks:

• Stay abreast of the challenges posed by the political context, the UN and humanitarian reform, and institutional developments in the area of forced displacement and humanitarian operations.
• Assist the implementation of a communications strategy that generates support for UNHCR’s operations from external partners (e.g. the general public, governments, partners, media, academia, NGOs, private sector and persons of concern).
• Assist in the dialogue with donors and embassies and provide relevant information on UNHCR operations and financial requirements by organizing regular briefings, bilateral meetings and missions and responding to donors’ requests for information on ad hoc basis.
• Through a consultative process with headquarters, disseminate information on UNHCR’s global funding situation and mobilize additional funds to implement programmes and projects aimed at enhancing the quality of protection for persons of concern in the country operation.
• Assist in the coordination of the drafting of, situation reports, briefing notes, background material, talking points, fact sheets, press releases and articles.
• Draft narrative and financial reports on contributions in compliance with specific donor requirements.
• Monitor earmarking level of funding for UNHCR Country operation and ensure appropriate visibility for donor contributions in compliance with UNHCR guidelines and specific donor requirements.
• Participate on behalf of the Representative and other supervisors in inter-agency cooperation and communication strategies, initiatives and tools.
• Assist in the management of information flows within the country operations by identifying priority matters, securing, analyzing and disseminating documentation and information to support country operations and corporate communication processes and priorities.
• Consolidate information on UNHCR’s country operations and identify appropriate messages for campaigns and appeals.

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

• 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
Qualifications/Requirements

Required Degree Level: Bachelor degree or equivalent
Education - Additional Comments

Type of Degree: Political or Social Sciences, International Relations, Journalism, Communications, or other related fields.

Required experience: 36 months
Experience Remark

Years of work experience: Minimum of 3 years of previous work experience relevant to the function.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Web and graphic design Mandatory

Area of Expertise Requirement

Computer skills: Excellent computer skills (MS Word, Excel and Power Point essential), exposure to graphic design software.

Other desired skills:
- Fund-raising and programming/programme management experience.
- Excellent communication skills.
- Experience of working with social media.

Need Driving Licence: No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

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.
Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

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$ 1,651. 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**

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.

**Application Code**

ALBR000340-6655

**Application procedure**

* Not yet registered in the UNV Talent Pool?
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?

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: 02 April 2020

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.