UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ARMR000057--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: Armenia
Host Institute: UN High Commissioner for Refugees
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: until 31-12-2020
Expected Starting Date: Immediate
Duty Station: Yerevan [ARM]
Assignment Place: Family Duty Station
Assignment Place Remark:

Minimum of 22 years old and Armenian nationals are eligible to apply.

Living Conditions

Yerevan is a very safe and quite city. The climate is continental, with hot and dry summers, cold and snowy winters. The city offers a huge variety of restaurants, cafes, clubs, and other possibilities of diversion. Culturally highly active, all over the year one can enjoy on-going programmes of theatre (also international), classic and modern music, ballet, concerts, at everyone’s average. Art expositions are organised quite often, and spring and autumn programmes of international cinema are shown at the National Gallery. Water and electricity are mostly available everywhere in the city, and shops offer all kind of goods (though mostly of local production). Health facilities are good. No need of complicated vaccinations. Diseases with most incidences are normal gastroenteritis, colds, and flues.

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

Assignment Title: Protection Assistant

Organizational Context & Project Description:

The UNHCR office is located in the common UN Building (UN House) in Yerevan. The Office has four units: Management (2 people), Protection (3 people), Programme (3 people), and Administration (3 people). The field-orientation of the office requires close co-operation and responsibility sharing between the different units. The workload and the close co-operation between functional units lead to an increased understanding of the common goals and challenges.

Sustainable Development Goals:

17. Partnerships For the Goals

Task description:

Under the direct supervision of the Protection Officer, the UN Volunteer will undertake the following tasks:

- Assist the Protection Officer in delivering capacity building activities such as (preparing power point presentations, delivering training including in the field, organizing training toolkits, arranging training logistics etc.);

- Assist the Protection Unit in research on the country of origin information, and prepare country of origin information as requested by the Protection Officer;

- Accompany the Protection Officer in meetings with external interlocutors, and prepare note for the files;

- Provide assistance with a legal research and translations;

- Assist in preparation and organization of the Protection Unit meetings, including taking the minutes of those meetings;

- Provide assistance with telephone and face-to-face counselling to asylum-seekers, refugees and statless persons;

- Assist with registration of persons of concern to UNHCR;

- Assist with administrative/miscellaneous tasks as agreed with the Protection Officer;

- Perform 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**

The UN Volunter is;

- able to prepare trainings in Yerevan and regions;

- able to draft reports, note for the files, and short analysis in a clear, concise and professional manner;

- able to with minimum supervision utilize available office equipment and post documents on the designate electronic platform;

- able to research and present Country of Origin information, draft minutes and reports;

- well versed with protection principles and standards; and

- able to work with minimum supervision;

- reporting on the number of 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

**Qualifications/Requirements**

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<th>Required Degree Level</th>
<th>Secondary education</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Required experience</td>
<td>36 months</td>
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- 3 years relevant experience with the High school diploma, preferably in law, political science or other related field;

- Previous study and/or job experience related to refugees and asylum-seekers, or in the human rights field desirable;

- Fluency in Armenian and a good command of English (excellent drafting skills especially in English are required); working knowledge of other UN languages is an asset;

- IT-Computer Literacy;

- Initiative, sound judgment and dedication to the United Nations principals.
Language
- English (Mandatory), Level - Fluent
- AND - Armenian E (Mandatory), Level - Fluent

Area of Expertise
- Protection of refugees, asylum seekers and IDPs Optional

Area of Expertise Requirement
- Need Driving Licence: No

Competencies & Values
- Client Orientation
- Commitment to Continuous Learning
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service: [Click here to view Conditions of Service]

Conditions of Service:

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

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.

Application Code                      ARMR000057-6204

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.

This is a national UN Volunteer assignment, therefore only nationals of Armenia and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline 20th February 2020.

doa.apply_url https://vmam.unv.org//candidate/show-doa/QVJNUjAwMDA1Nw==

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.