UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ARMR000057--Protection Assistant


Informations générales

<table>
<thead>
<tr>
<th>Pays d’Affectation</th>
<th>Armenia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>jusqu’au 31-12-2020</td>
</tr>
<tr>
<td>Date présumée du début d’affectation</td>
<td>Immédiate</td>
</tr>
<tr>
<td>Lieu d’Affectation</td>
<td>Yerevan [ARM]</td>
</tr>
<tr>
<td>Lieu d’Affectation avec Famille</td>
<td>Armenian nationals are eligible to apply.</td>
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</tbody>
</table>

Remarque sur le lieu d’affectation

Lieu d’Affectation

Minimum of 22 years old and

Conditions de vie

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.

Détails sur l'Affectation

<table>
<thead>
<tr>
<th>Titre de l'Affectation</th>
<th>Protection Assistant</th>
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**Contexte organisationnel & description du projet**

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.

**Objectifs de développement durable**

17. Partnerships For the Goals

- 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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des
Volontaires (JIV), le 5 décembre. • Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil. • Réfléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

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 utilise available office equipment and post doucments 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 / Exigences

<table>
<thead>
<tr>
<th>Domaine de qualification</th>
<th>Niveau de qualifications - autres commentaires</th>
<th>Expérience Requise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary education</td>
<td>Niveau de qualifications - autres commentaires</td>
<td>36 mois</td>
</tr>
</tbody>
</table>

Remarques sur l’Expérience

- 3 years relevant experience with the High school diploma, preferably in law, political science or other related field;

We are inspiration in action

10 Feb 2020
• 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.

Linguistiques
• English (Mandatory), Niveau - Fluent
• AND - Armenian E (Mandatory), Niveau - Fluent

Domaine d'expertise
• Protection of refugees, asylum seekers and IDPs Optionnel

Domaine d'expertise requis
Permis de Conduire exigé Non

Compétences et Valeurs
• Client Orientation
• Commitment to Continuous Learning
• Planning and Organizing
• Working in Teams

Conditions de service et autres informations

Conditions de 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.

Code d'application 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 20\textsuperscript{th} February 2020.

doa.apply_url

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

Avertissement
Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.