UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
CODR0000708--Child Protection Reporting and Database Manager

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>Democratic Republic of Congo</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN Organisation Stabilisation Mission in the DRC</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>until 30-06-2021</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Goma [COD]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Assignment Place Remark
Assignment is non-family (Goma).

Living Conditions

The Democratic Republic of Congo is the third largest country in Africa, and as a result is quite diverse. Living conditions therefore vary between MONUSCO duty stations, with all usual amenities present in the capital Kinshasa, but only very basic conditions in remote duty stations in the provinces, where, for instance, there may be no guarantee of public power supply nor running water. The ability to live and work in difficult and harsh conditions of developing countries is essential.

Accommodation is very expensive in both Kinshasa and Lubumbashi. Supermarkets exist in the large towns (e.g. Bukavu, Kisangani), but consumer items are generally very expensive (as everything is imported). For food, local markets offer a much cheaper alternative.

All MONUSCO duty stations are considered non-family duty stations, and most are currently under UN Security Phase III (*relocation*)
Assignment Details

Assignment Title  
Child Protection Reporting and Database Manager

Organizational Context & Project Description  
MONUSCO/MONUC was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO).

Sustainable Development Goals  
16. Peace, Justice and Strong Institutions

Task description  
Within the terms of the organization’s delegated authority, and under the direct supervision of Child Protection Advisor/Team Leader and Deputy Chief of Section, the UN Volunteer will undertake the following tasks:

- Management of database in which highly confidential information relevant to the collection of data on grave child rights violations are stored; ensure that information in the database is analysed, in narrative and through illustrations for reporting purposes;
- Ensure verified data is accurately documented and submitted in incident reports to the central database on a daily basis;
- Review, analyse and validate data to ensure consistency, reliability, accuracy based on MRM guidelines;
- Provide contributions to all reports that the section is mandated to deliver, such as SG reports, thematic reports, monthly, quarterly and annual reports;
- Coordinates the Country Task Force on Children and Armed Conflict with UNICEF to harmonize data and prepares presentations for the monthly meetings and any other relevant platforms and partners;
- Provide guidance to staff on the management of electronic records;
- Assist in standardizing data management procedures such as documentation and reporting as per UN standards Monitor and report on the six grave child rights violations by parties to the conflict (killing & maiming, recruitment, attacks on schools and hospitals, abductions, sexual violence and denial of humanitarian access). This includes taking part in joint investigations, interviewing children and witnesses;
- Contribute to developing and implementing the Child Protection Section work plan under the guidance of the Child Protection Advisor and in close collaboration with other partners;
- Assist in the identification of protections issues related to children and armed conflict falling within MONUSCO’s overall protection of civilians (PoC) mandate and within the mandate of the Children and Armed Conflict agenda under Security Council Resolutions 1539, 1612, 1882, 1998, 2427;
- Contribute towards the mainstreaming of child protection in the work of all the Components/Sections within MONUSCO, including the Force, JHRO, POC, Civil Affairs, Gender, Sexual Violence, UNPOL and Justice Support Section;
- Contribute towards the implementation of the Government of DRC/UN Action Plan to prevent and stop child recruitment and...
other grave child rights violations by armed forces and groups; this includes: separation of children from armed forces and
groups and documentation of their cases; negotiating release of children from detention and documenting their cases;
developing outreach materials and activities to prevent violations; contributing to the fight against impunity of perpetrators
responsible for grave child rights violations; advocacy with government partners;
• Assist in building local and national capacity for towards the protection of children affected by armed conflict through training,
mentoring and awareness raising activities.
• Any other related duties as may be 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

• Six grave child rights violations are effectively monitored and reported.
• Mainstreaming of child protection issues enhanced within MONUSCO’s sections/components.
• Efficient, timely, responsive, client-friendly and high-quality support rendered to national and local authorities for the
implementation of Action Plans with parties to the conflict;
• 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);
• 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 development during the assignment, such as reporting on the
number of volunteers mobilized, activities participated in and capacities developed.

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perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of
achievements towards volunteerism for peace and development dur-ing the assignment, such as reporting on the number of volunteers
mobilized, activities participated in and capacities developed

Qualifications/Requirements

<table>
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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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Education - Additional Comments

University degree in law or social sciences. Post graduate degree will be desirable.

Required experience

36 months

Experience Remark

• Practical knowledge on protection issues in armed conflict situations is highly desirable;
• Very strong experience in databases, reporting and making presentations;
• Knowledge of human rights and child protection issues or interest in acquiring necessary understanding of these. Practical
experience in child rights and their application and implementation in armed conflict situations.
• Practical experience in monitoring, investigation and reporting
• Experience in applying international standards on child rights and human rights in conflict situations
Practical experience in human rights/child rights programming, advocacy and training.

Field experience in armed conflict situations. Experience with UN Peacekeeping Operations and/or UN Country Offices highly desirable.

Ability to work in a team but also under own initiative in sometimes difficult circumstances within a multidisciplinary and diversified team.

Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System;

Practical experience in the use of office databases, Microsoft access, word, and excel;

The priority for the volunteer is to be able to manage a Database, analyze data and write reports on grave child rights violations. The priority is not knowledge of child protection, it is the ability to write good reports in English and French based on data that is analysed by the volunteer. An understanding of Human Rights or Child Rights is an advantage, but not crucial.

Language

- English (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Fluent

Area of Expertise

- Human rights Mandatory
- Monitoring and evaluation Mandatory
- Protection of refugees, asylum seekers and IDPs Optional

Area of Expertise Requirement

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- Experience in applying international standards on child rights and human rights in conflict situations
- Practical experience in human rights/child rights programming, advocacy and training
- Field experience in armed conflict situations. Experience with UN Peacekeeping Operations and/or UN Country Offices highly desirable.
- Ability to work in a team but also under own initiative in sometimes difficult circumstances within a multidisciplinary and diversified team.
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Need Driving Licence

Yes

Competencies & Values

- Client Orientation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

7 Sep 2020

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$ 1,651. 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

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**

CODR000708-7427

**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

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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: 21 September 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/Q09EUjAwMDcwOA==

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.