UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GTMR000082--Associate Resettlement 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>Guatemala</th>
</tr>
</thead>
<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>7</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<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>Guatemala City [GTM]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Guatemala is classified as category “B” family duty station by the International Civil Service Commission. UNV Volunteers are assigned to UN Agencies/Funds/Programs based in Guatemala City, a modern city with provision of all basic services. UN Volunteers must comply with UNDSS security standard, regulations and policies as well as those of their host Agency. For more information on the UN System in Guatemala please consult: www.onu.org.gt

The United Nations System in Guatemala is exposed to a series of threats, with different levels of risk, that are specifically typified according to the area, mandate and level of exposure of Agencies, Funds, and Programmes (AFP). The following table presents the list of the main threats to the UN System in the specific area according to the SRA (Security Risk Assessment):
## Assignment Details

### Assignment Title
Associate Resettlement Officer

### Organizational Context & Project Description

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](http://www.unhcr.org)).

Traditionally, Central America has been an area of migration, be it internal, from rural areas to urban slums, or to the USA and Canada. Hundreds of thousands have left Central America in the 90’s fleeing civil wars, while years later the migration trend obeyed mostly to economic reasons. However, since at least 2006, the on-going wave of violence is expelling thousands from their homes. In a frequent scenario, we are observing cycles of forced displacement of victims caught in the cross fire of TOC and/or are

### Risk Assessment

<table>
<thead>
<tr>
<th>#</th>
<th>Risk</th>
<th>Current Risk Level</th>
<th>Residual Risk Level (After Implementation of SRM Measures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Street/Road robbery</td>
<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td>2</td>
<td>Sexual aggression against UN staff and dependants</td>
<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td>3</td>
<td>UN Personnel, Field missions/UN Premises affected by Demonstrations</td>
<td>Low</td>
<td>Very Low</td>
</tr>
<tr>
<td>4</td>
<td>Roadblocks</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>5</td>
<td>Major seismic movement affecting UN facilities or staff residences</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>6</td>
<td>Hydro-meteorological phenomena</td>
<td>High</td>
<td>Medium</td>
</tr>
</tbody>
</table>

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$ 1,571. 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](http://icsc.un.org)).

For example, in the current month, if PAM is 54.6%, then the VLA for that month will be (US$ 1,571 x 54.6/100) + 1,571 = US$ 2,429.

Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US$ 250 if the UN Volunteer has 1 recognized dependent, and US$ 450 if the UN Volunteer has 2 or more recognized dependents.
victims of forced recruitment, persecution and extortion by criminal gangs. This population, first escapes inside the country, trying to seek protection with family or friends. However, when they are localized by their aggressors, they often decide to leave the country. Only very few cross borders in a regular way and/or are able to apply to international protection regimes. Since 2008, UNHCR has recorded an overwhelming increase of asylum-seekers from El Salvador, Guatemala and Honduras in countries of the region, including United States, Mexico, Belize, Costa Rica and Panama. UNHCR has long voiced serious concern for the welfare of the men, women, children and adolescents who continue to flee deadly violence in El Salvador, Guatemala and Honduras. UNHCR considers this as a protection situation that requires regional approach to address the needs of those fleeing violence. To respond to this protection situation, UNHCR has developed a protection and solutions strategy for the NTCA under the framework of the 2014 Brazil Declaration and Plan of Action. The strategy aims to enable UNHCR to support authorities in countries of origin, transit and asylum to create robust protection systems, preserve asylum space, and strengthen frameworks and policies on asylum, internal displacement and solutions. The Protection Transfer Arrangement, or PTA, is a safe and legal alternative for individuals at particularly heightened risk to be able to access protection abroad. It is one measure within UNHCR’s larger regional protection and solutions strategy for the Northern Triangle of Central America (NTCA) to provide solutions for the most vulnerable individuals affected by the violence in the NTCA. UNHCR proposes to prioritize individuals with specific profiles, such as women with children and family units. This mechanism enables the transfer of these individuals to a safe location in a host country in the region, currently Costa Rica, for temporary stay and processing for onward resettlement to a third country, currently the USA. It is envisioned that resettlement countries such as the United States will also be closely involved in the PTA, both in terms of resettling individuals and families through the PTA and supporting the PTA’s implementation in the countries of origin and temporary host countries.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of Associate Resettlement Officer (P2), the UN Volunteer will undertake the following tasks:

- Conduct casework by interviewing identified refugees for resettlement. Assess the resettlement needs and complete RRF (Resettlement Registration Forms) and refer cases for review to the Resettlement Officer;
- Research country of origin information to support and strengthen resettlement cases;
- Support and assist in the preparation of and facilitation of resettlement country missions;
- Assist Resettlement Officer with the organizing of training workshops and seminars on resettlement related issues for UNHCR staff;
- Manage in a fair manner refugees’ resettlement expectations through information sharing, outreach and counselling;
- Regularly liaise with Protection, Community Services and other relevant Units to individual case processing within the Office;
- Regularly update ProGres database with resettlement events and maintain own statistical data for
Required Degree Level: Bachelor degree or equivalent

Type of Degree: University degree in Law, Social Sciences, Sociology or related field

Required experience: 24 months

Minimum 2 years of work experience with refugees and/or other people of concern in a protection capacity required, especially in conducting RSD (Refugee Status Determination) and resettlement interviews.
Desirable Qualifications and Skills:

- Knowledge of UN policies and procedures;
- Field experience;
- Flexibility and ability to provide support and oversight to numerous projects at once and willingness to undertake some related administrative tasks;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Ability to complete tasks within a set time frame;
- Good analytical skills;
- Ability to work effectively and with minimum supervision.

- Familiarity with and/or interest in Refugee Law, Human Rights Law and International Law or related areas. Preference will be given to those familiar with RSD procedures, mixed migration flows and protection in transit.
- Good understanding of the current political, human rights and displacement context in the Central American region, particularly in Guatemala. Local and regional experience will be regarded as an asset.
- Should be available for missions within Guatemala in order to conduct interviews, monitor activities, facilitate trainings and support the coordination of events/meetings.
- Previous experience as a volunteer at local, national or international level is a distinct advantage;
- Knowledge of ProGres V4 and BIMs will be considered an asset
- Knowledge of the UNV programme will be considered an asset

Language: Demonstrated speaking, writing, reporting and presentation skills in Spanish and English

Computer skills: General computer literacy (word, email, internet) and good knowledge of the basic data-management programs; Excel, Access, ProGres (asset).

Language
- English (Mandatory), Level - Fluent
- AND - Spanish (Mandatory), Level - Fluent

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

Area of Expertise Requirement
Need Driving Licence No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
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$ 1,631. 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: GTMR000082-5838

Application procedure

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
* 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/mypageand 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/mypageand click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 08-Dec-2019

doa.apply_url
https://vmam.unv.org//candidate/show-doa/R1RNUjAwMDA4Mg==

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.