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 | Iraq |
| Host Institute        | UN High Commissioner for Refugees |
| Volunteer Category    | International Specialist |
| Number of Volunteer   | 1 |
| Duration              | 12 months |
| Possibility of Extension | Yes |
| Expected Starting Date | Immediate |
| Duty Station          | Dohuk [IRQ] |
| Assignment Place      | Non-Family Duty station |
| Assignment Place Remark | |

The duration of your assignment is 12 months, extendable

Living Conditions

UN personnel in Iraq operate in a volatile security environment. In Dohuk duty station personnel work in secured compound. Dohuk is a non-family duty station and is classified as security risk moderate. UN personnel in Dohuk live in MORSS (Minimum Operational [Residential] Security Standards) compliant residences outside of the UN compound.

International personnel operating in Iraq must take online security awareness in the field trainings prior to arrival in Iraq and undertake a mandatory Safe and Secure Approaches in Field Environment
(SSAFE) immediately upon arrival.

The Rest and Recuperation (R&R) cycle in Dohuk is 6 weeks, with the designated place of R&R being Amman, Jordan. Currently there are several commercial flights to and from Erbil International Airport. Duhok has no airport and requires road travel to Erbil for all air travel.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Associate Field Officer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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</table>

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).

This position will be based in Duhok Governorate, the Kurdistan Region of Iraq. It borders Iran to the East, Turkey to the North, Syria to the West and the rest of Iraq to the South. UNHCR presence in the Kurdistan Region of Iraq UNHCR in the Kurdistan Region of Iraq is represented by Sub Office in Erbil (comprising of the Coordinator’s Office and Field Response Unit), Sub Office in Dohuk and Field Office Suleymaniya. UNHCR operation in the Northern Iraq has tremendously expanded following the influx of the Syrian refugees and followed by recent IDP crises. While the crises have subsided, Duhok Governorate continues to host over 350,000 Syrian refugees and Iraqi internally displaced people living in 21 formal camps and hundreds of informal urban or peri-urban settings. Over 5 years of displacement has reduced economic opportunities for IDPs and refugees; thus, more people are reliant on humanitarian aid as the situation becomes more protracted. UNHCR, with its mandate on refugee protection and as lead agency for the Protection, CCCM and Shelter/NFI Clusters, focuses on ensuring that basic needs of POCs are met through coordinated response among humanitarian agencies. The current operational context necessitates a fully dedicated staff member who would ensure close cooperation with governorate-level counterparts to assess needs of affected populations in the various fields of assistance, and make recommendations for the establishment of projects and the adjustment or discontinuation of existing projects. The incumbent will need to closely follow up with other UN Agencies on joint program undertaken with UNHCR. As these functions cannot be covered within the current staffing structure, the operation requires a dedicated deployment.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the direct supervision of Senior Field Coordinator, the UN Volunteer will undertake the following tasks:
Ensure that UNHCR’s policies, standards and procedures are constantly and coherently applied in the Area of Responsibility (AoR).

Ensure that the needs of persons of concern in the AoR are assessed and analysed in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

Ensure that protection incidents and gaps in assistance are immediately identified and addressed.

Identify vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of different groups of refugees.

Assess protection and assistance needs of refugees and asylum-seekers in the region and monitor implementation of refugee assistance programmes.

In co-ordination with implementing partners, handle the reception, registration and provision of assistance to persons of concern to UNHCR.

Provide inputs for project submissions and periodic narrative and financial reports for the annual programme.

Develop and maintain relations with local authorities ensuring smooth negotiations in all aspects of UNHCR’s mandate for the benefit of refugees.

Monitor the security situation in the area and intervene as appropriate with the local authorities.

Participation in needs assessment as a member of the Multi-Functional team

In close coordination with programme and project control, monitor project implementation and provide feedback on the progress to the relevant units/sections

Undertake other relevant duties as required.

In close collaboration with field counterparts, support the Field Officer in regard to assessment of refugees’ and IDPs’ needs in the various fields of assistance and share relevant analysis and recommendations; collect, compile and analyse data from assessments conducted by UNHCR and partners across the KR-I to inform internal programming;

Serve as focal point for core relief tracking, distribution and monitoring;

In close cooperation with relevant offices and units, act as the operation’s focal point for activities implemented with other agencies and partners in the sector of shelter or resilience

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 needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
• Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as for funding submissions, appeals and reports.
• Enforced compliance with UNHCR’s global strategies, protocols and guidelines.

• 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td></td>
</tr>
<tr>
<td>Type of Degree:</td>
<td>Law, International Law, International Relations, Political Sciences or related field.</td>
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<tr>
<td>Required experience</td>
<td>48 months</td>
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<tr>
<td>Experience Remark</td>
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</table>

Minimum 4 years of work experience with refugees and/or other people of concern in a protection capacity required. Work experience with refugees and/or other people of concern in a protection capacity required.

Computer skills: Office Package (excellent knowledge of Word, good knowledge of Excel and Power Point) and Internet browsing.

Desirable Qualifications and Skills:

• Work experience with refugees, IDPs, returnees or other people of concern in protection or field response capacity
• Experience in Cluster Coordination – CCCM, Shelter and NFI
• Excellent drafting skills
• Proven planning and organizing skills
• Experience in data management

Language

• English (Mandatory) , Level - Fluent
• AND - Arabic (Mandatory) , Level - Working Knowledge

Area of Expertise

• Protection of refugees, asylum seekers and IDPs Mandatory
Area of Expertise Requirement

| Need Driving Licence | No |

Competencies & Values

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

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
IRQR000287-5635

Application procedure

Application procedure
* Not yet registered in the UNV Talent Pool?
Please 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?
Please 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: 23 February 2020

doa.apply_url
https://vmam.unv.org//candidate/show-doa/SVJRUjAwMDI4Nw==

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.