UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000301--Legal 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

Country of Assignment: Iraq
Host Institute: UN Investigative Team for Accountability of Da'esh/ISIL
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Baghdad [IRQ]
Assignment Place: Non-Family Duty station
Assignment Place Remark: Baghdad, applicants should note that this location in Iraq is not a family duty station. The work will be carried out in difficult or hostile environments and circumstances.

Living Conditions

UN personnel in Iraq operates in a volatile security environment. International personnel operating in Iraq must take online security awareness in the field training (BSAFE) prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) or SSAFE immediately upon arrival.

Baghdad, Iraq, is a non-family duty station which is classified as Hardship Level E by the United Nations Department of Safety and Security. UN staff members and United Nations Volunteers work and live in a
secure compound. Their movements outside the compound are guided by the prevalent UN security guidelines in the duty station.

The official offices of UNITAD will be located inside the “International Zone”, which comprises all UN Offices operating out of Baghdad. Generally speaking, stringent security measures are in place throughout the country, and UN Volunteers, as other UN staff, are quite limited in all duty stations in Iraq when it comes to movement. Where travel to Baghdad is required movement within the “International Zone”, is done using armoured vehicles. Currently there are UN flights (UNAMI) covering Iraq and Kuwait. There are many international flights to Erbil, Baghdad and Basrah.

The Rest and Recuperation (R&R) cycle in Baghdad is 4 weeks, with the designated place of R&R being Amman, Jordan. The dominant currency in use in Iraq is USD. The Iraq Dinar is used with an exchange rate of approximately USD 1 = 1,250 Iraqi dinars. The market is mostly cash-based; both USD and Iraqi Dinar are widely accepted. Payments by credit cards are accepted in a limited number of shops. Inside the UN Compound, there are a number of restaurants and 1 mini-market to serve the staff.

UN personnel need to be culturally sensitive and adjust to the culture of the country.

Assignment Details

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

UNITAD is the Investigative Team mandated by Security Council resolution 2379 (2017) to support domestic efforts to hold ISIL (Da’esh) accountable for their crimes by collecting, preserving, and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity, and genocide committed by the terrorist group ISIL (Da’esh) in Iraq.

Reflecting the global impact and reach of ISIL terrorist activities, as well as its extensive recruitment of foreign terrorist fighters, the Council has also requested the Special Adviser and Head of UNITAD to promote throughout the world, accountability for acts that may amount to war crimes, crimes against humanity or genocide committed by ISIL, and work with survivors to ensure their interests in achieving accountability are fully recognized.

In further recognition of the global nature of ISIL crimes, the Council underlined that another Member State in whose territory ISIL has committed acts that may amount to war crimes, crimes against humanity, or genocide, may request the Investigative Team to collect evidence of such acts, but only with the approval of the Security Council.

UNITAD is based in Baghdad, Republic of Iraq. Based on the mandate established pursuant to Security Council resolution 2379 (2017) and the Terms of Reference regarding the activities of the Investigative Team in Iraq, as approved by the Security Council on 13 February 2018, UNITAD engages, *inter alia*, in the
following activities:

- Collection of a broad range of existing documentary, digital and testimonial evidence, obtained from actors including Iraqi national authorities, other national governments, victims and witness groups, civil society bodies and international and regional organizations;
- Compilation and analysis evidentiary material to identify gaps that need to be filled;
- Conduct of targeted field-based investigations in order to obtain physical, digital, forensic and testimonial evidence that will serve to fill the gaps identified and support case development, through direct engagement with victims and witnesses;
- Preservation and storage of all evidentiary material collected by the Investigative Team in accordance with international standards;
- Produce comprehensive analytical case files capable of supporting domestic proceedings, both in Iraq and other Member States.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Senior Legal Officer and the Head of the Sexual and Gender-Based Violence Crimes and Crimes against Children Unit (SGBVCU), and in close cooperation with the Rule of Law officers, the UN Volunteer will undertake the following tasks:

- support the Legal Officers and Investigators in SGBVC Unit to be deployed by UNITAD;
- attend interviews of witnesses and victims;
- Carry out research on legal issues to support the work of the Unit as well as respective Field Investigation Units
- draft notes to file and records of meetings and interviews held with relevant groups and individuals, including victims and witnesses;
- assist in the identification and collection of information from major crime scenes, including mass graves;
- assist in the compilation, organization and storage of evidence and information obtained by their respective Field Investigation Units, in consultation with the Archive and Records Section and the Information Systems Management Unit of UNITAD; and
- 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**

- Efficient, timely, responsive, client-friendly and high-quality legal support rendered to UNITAD in the accomplishment of her/his functions.
- 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.
- 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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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<td>Education - Additional Comments</td>
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<tr>
<td>A university degree in law or professional qualification in law, international law, criminal investigation, or related fields;</td>
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<td>Required experience</td>
<td>60 months</td>
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<td>Experience Remark</td>
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<td>At least 5 years’ professional legal experience in a Government, international organization or private sector;</td>
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<td>Outstanding written and oral communications skills in English; working knowledge of Arabic an asset;</td>
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<td>Proficiency with MS Office applications, and good general computer literacy;</td>
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<td>Ability to travel throughout the Republic of Iraq;</td>
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<td>Sound security awareness;</td>
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<td>Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.</td>
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**Language**

- English (Mandatory), Level - Fluent

**Area of Expertise**

- Rule of law, judicial and national legal system reform Mandatory
- Human rights Mandatory
- Volunteer programmes and volunteer management 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;

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

IRQR000301-5978

**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:** 13 January 2020

doa.apply_url

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

**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.