

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000361--Investigator / Associated Investigator

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

<b>Country of Assignment</b>	Iraq
<b>Host Institute</b>	UN Investigative Team for Accountability of Da'esh/ISIL
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Dohuk [IRQ]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

The UN Volunteer will live in Dohuk, which is not a family duty station.

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 (walking virtually not allowed).

## Assignment Details

<b>Assignment Title</b>	Investigator / Associated Investigator
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T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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## Organizational Context & Project Description

UNITAD is the Investigative Team mandated by Security Council resolution 2379 (2017) to support domestic efforts to hold ISIL (Da'esh) accountable 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

Within the delegated authority and under the supervision of Heads of Field Investigation Units or his/her designated mandated representative(s), the UN Volunteer Investigator / Associate Investigator will:

- support the Field Investigation Units to be deployed by UNITAD;
- attend interviews of witnesses and victims;
- draft notes to file and records of meetings and interviews held with relevant groups and individuals, including victims and witnesses;
- preparing investigation reports, witness screening notes, and written witness statements;
- 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
- undertaking computer r/ platform related duties, including data entry in investigation/evidence registration and management systems;

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

- As an active UNITAD team member, efficient, timely, responsive, client-friendly, and high-quality support rendered to UNITAD and its beneficiaries in the accomplishment of her/his functions, including:
  - 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.
  - 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
- 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

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

Advanced higher (Mater or equivalent) in a relevant area, e.g. law, international law, criminal investigations or related fields; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree

**Required experience** 36 months

### Experience Remark

- At least 3 years of professional work experience at the national and/or international level in law or criminal investigations, experience working in the UN or other international development organization is an asset;
- Other desired/mandatory required technical knowledge
- Excellent oral and written English skills; excellent drafting, formulation, reporting skills; (Mandatory level of English = Fluent)
- Excellent oral and written Arabic skills; excellent drafting, formulation, reporting skills; (Mandatory level of Arabic = Fluent)
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

### Language

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

### Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory
- Public information and reporting Mandatory

**Area of Expertise Requirement**

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;

**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

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**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before

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accepting UNV's offer.

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 (Roles and Responsibilities of Host Entities)**

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.
  
- Investigate misconduct: sharing reports with the UNV;
  
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

#### **Application Code**

IRQR000361-8591

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### 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.

This is a national UN Volunteer assignment, therefore only nationals of Iraq and legal residents in Iraq with the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 31-01-2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/SVJRUjAwMDM2MQ==>

### 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.*