UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
LAOR000537--Child Protection 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.

Country of Assignment Lao People's Democratic Rep
Host Institute United Nations Children's Fund
Volunteer Category International Specialist
Number of Volunteer 1
Duration 6 months
Possibility of Extension Yes
Expected Starting Date Immediate
Duty Station Vientiane [LAO]
Assignment Place Family Duty Station
Assignment Place Remark

Living Conditions
The position will be based in the capital, Vientiane. Living conditions in Vientiane are comfortable but residents may need to make concessions due to the tropical climate and under-developed infrastructure including health facilities. Most commodities may be purchased in the capital.

Vientiane, Lao PDR is a family duty station and is relatively safe but special cautions must be aware when walking alone during the dark. As part of the appointment process, the UNV is required to complete the B-SAFE training and submit the certificate. UNICEF's Emergency Operations Centre (OPSCEN) in New York is 24 hours/7 days a week in contact with all UNICEF offices all over the world. In addition, the office works closely with UNDSS (United Nations Department of Safety and Security) Office in Lao PDR. UNICEF Operations Manager is the security Focal Point. A security badge will be provided to the UNV and a full security briefing will be offered at the time of joining the office.
Due to COVID-19, currently, UNICEF Lao PDR has activated its Business Continuity Plan (BCP). While programme delivery continues with the disruption kept to a minimum extent, all staff are teleworking from 24 March 2020 until further notice with critical staff members still being able to access the office. All staff and their dependents received necessary personal protective equipment, including masks and gloves and are briefed on staff safety measures. Regular all staff meetings take place to ensure the continuity of emergency response and regular programming.

Assignment Details

Assignment Title  
Child Protection Officer

Organizational Context & Project Description

For more than 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. Guided by the Convention of the Rights of the Child, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence and exploitation.

In line with the UNICEF global equity agenda, the Child Protection Section in UNICEF Lao PDR works to strengthen the national child protection system that is able to protect children from violence, GBV, exploitation, abuse, neglect and trafficking in both development and humanitarian context. While inclusive to all children, this approach puts a specific emphasis on the protection of the most vulnerable groups such as children without adequate parental care, children with disabilities, children affected by violence, children affected by disasters and children from poor families. Specifically, the programme aims to strengthen policy, legislative and institutional frameworks and improve access to and delivery of family support and community-based child protection services, including both preventive and responsive services. Thematic areas of focus include violence against children, birth registration, trafficking and migration, alternative care, social inclusion (disability), justice for children, child protection in emergency, early marriage and other harmful practices against children.

Strengthening the child protection system is a priority of UNICEF’s key programming initiative and is in line with the government commitment and initiative “Unleashing the Unlimited Potential of the Lao Generation 2030” which prioritizes the development of Lao human and social capital by reducing multi-dimensional child poverty and strengthening the child protection system. The Child Protection Programme contributes to the achievement of the National Social Economic Development Plan (NSEDP) priorities for human capital strengthening; Sustainable Development Goals 4, 5, 8, 10, 11 and 16; and the UNPFW (UN Partnership Framework) outputs.

The Child Protection Programme’s key implementing partners are the Ministry of Labour and Social Welfare, National Commission for Advancement of Women, Mothers – Children, Lao Women’s Union and the Juvenile Justice Coordination Committee. Other partners are the Ministry of Home Affairs, National Committee on Anti-trafficking in Person, Lao Front National for Development, UN sister agencies, Development Partners and international NGOs/CSOs.

This UNV assignment is part of UNICEF Child Protection’s interventions to COVID-19. Specifically, the incumbent will be engaged in supporting the government to review, upgrade and develop child protection guidelines, SOPs and documents on case management, GBV risk mitigation and response and PSEA (Prevention of Sexual Exploitation and Abuse). Based on the guidelines developed, the UNV will support the development of reader-friendly IEC materials on case management, referrals, GBV/SEA mitigation targeting social welfare workforce and sub-national government staff from the Ministry of Labour and Social Welfare, Lao Women’s Union and the Ministry of Health and support the dissemination.
Sustainable Development Goals

5. Gender Equality

Task description

Within the delegated authority and under the supervision of UNICEF or his/her designated mandated representative(s), the UN Volunteer Child Protection Officer will:

- Identify gaps on and review existing SOP for case management, referrals and code of conducts available for PSEA, GBV risk mitigation and response. Update or develop based on the COVID-19 situation in consultation with Health and Education;
- Support to the government in developing guidance for social welfare workforce on COVID-19 and their roles and responsibilities;
- Support to the government in developing guidance for institutions regarding COVID-19;
- Develop simplified infographics on (1) guidance for the social welfare workforce; (2) guidance for institutions; and (3) child protection referral pathway;
- Produce a UNICEF CP data monitoring sheet for COVID-19 related activities for reporting purpose.;
- Create a SharePoint folder for child protection for knowledge management, sharing and generation.;
- Any other related tasks as may be required or assigned by the supervisor.

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 UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:
  - SOP and guidelines on child protection, PSEA and case management are updated reflecting the COVID-19 situation;
  - Child Protection IEC materials targeting social welfare workforce and frontline workers are developed, and frontline workers’ understanding of their roles and responsibilities is improved;
  - Strengthened knowledge management and data collection in child protection;

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

Required experience 36 months

Experience Remark

- Three to four years of experiences in human rights, child protection, gender, M&E, knowledge management, communication and social development areas.
Good knowledge of child protection issues, gender and safeguarding in the context of ASEAN or East Asia and Pacific;
Working experience in Lao PDR in emergency and relevant fields is highly desirable;
Work experience of working in a multi-cultural environment, such as the UN system and supporting the Government is highly valued;
Ability to conceptualize, innovative, plan and execute ideas as well as transfer knowledge and skills;
Ability to work and adapt professionally and effectively in a challenging environment;
Solid overall computer literacy, including proficiency in various MS Office applications and email/internet; familiarity with database management; and online meeting and training platforms.

Language
- English (Mandatory) Level - Working Knowledge
- AND - Laotian (Optional) Level - Working Knowledge

Area of Expertise
- Gender equality and the advancement of women Optional
- Human rights Mandatory
- Monitoring and evaluation Optional

Area of Expertise Requirement
Need Driving Licence No

Competencies & Values
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Vision
- Working in Teams

Conditions of Service and other information

Conditions of Service for International Specialist:

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.

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 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**

LAOR000537-6974

**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 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. A how to register video can be found here.

* 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:** 19 May 2020

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

**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.