

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

RWAR000584--Interpreter

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>	Rwanda
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Nyamata [RWA]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Knowledge of Sudanese Arabic language is mandatory in combination with either Fur or Zaghawa

### Living Conditions

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 12 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. Good governance, productive and market-oriented agriculture, and regional and international economic integration are three of the six pillars of the Rwanda's long term Vision 2020.

The country now has many international visitors and is regarded as a safer place for tourists. Its economy is booming, and Rwanda is increasingly depicted as the emerging model for socio-economic development in the Region.

The principal form of public transport in the country is shared-taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwandan Franc (RWF). The US dollar is the hard currency of preference. It may be impossible to exchange travelers' cheques away from the capital. VISA cards are accepted in most banks in the capital.

Nyamata is located in Bugesera District, Eastern Province, directly south of Kigali, the national capital and the largest city in the country. Its location is about 39 kilometres (24 mi), by road, south of Kigali. A new airport, Bugesera International Airport, is under construction, since August 2017, with the first phases expected to be completed in 2019, Houses are readily available as well as DSS approved hotels.

## Assignment Details

### Assignment Title

Interpreter

### Organizational Context & Project Description

*under this point two types of issues could be addressed: a) the partners/organizations, besides the host agency, with which the UN Volunteer will be dealing/interacting with during the performance of the tasks under the assignment and the role of these partners in the development process/issue tackled by the project, and/or b) the brief description of the organization (host agency) in which the UN Volunteer will be working (number of units/divisions, etc) and description and role of the unit/department where the UN Volunteer will be placed)*

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)).

The UNHCR Representation Office in Rwanda is composed of the Branch Office in Kigali and Field Offices in Huye, Gicumbi, Rubavi, Rusizi, Karongi and Kirehe as well as a Field Unit in Nyamata. As of end of July 2019 the number of persons of concern in Rwanda was 148,746 individuals from Burundi in the Democratic Republic of Congo.

Given the deteriorating security situation in and around the Libyan capital of Tripoli, UNHCR seeks to collaborate with the authorities of the Republic of Rwanda and the African Union (AU) in the immediate establishment of an Emergency Transfer Mechanism (ETM). The establishment of the ETM is aimed at responding to the emergency protection needs of refugees, asylum-seekers, children and youth-at-risk, and others of concern in Libya (urban-based and detention environments). Through this ETM, the individuals concerned would be transferred, on a voluntary basis, from Libya to Rwanda. The selection of those to be transferred would be made based upon an agreed procedure and defined criteria by UNHCR. The total number of individuals to be evacuated and admitted to Rwanda is established at five hundred (500) persons at any given time. From the ETM, a durable solution for the individuals' situation would be pursued based on an informed decision, including voluntary return to the country of origin, legal pathways for a third country solution or third country resettlement to States that are willing to offer admission, longer term stay in Rwanda, family reunion in a third country, readmission to previous countries of asylum, etc.

UNHCR plans to support the Rwandan authorities in biometric registration and Refugee Status Determination (RSD) of evacuated persons, in accordance with applicable laws and regulations of Rwanda. A durable solution for their situation would be pursued, including return to the country of origin for those who voluntarily choose to do so, or third country resettlement to States that are willing to offer admission.

The need for this assignment pertains to translation and interpretation services in the context of the Emergency Transit Mechanisms (ETM) of evacuees from Libya to Rwanda. The ETM is a life-saving protection tool and a responsibility sharing mechanism and increase UNHCR's access to all persons in need of international protection there.

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**Task description**

Under the direct supervision of Protection Officer or his/her designate (*please complete with the function of the supervisor*) the national UN Volunteer will undertake the following tasks:

- The Interpreter will be assigned to work with one of the ETM/Protection Units, namely either Child Protection/BID, RSD, Resettlement, or Field (Protection)/Community Services. The interpreter will report to the Head of the pertinent Unit;
- The Interpreter will provide operational support to registration, protection, refugee status determination (RSD), child protection, resettlement (RST) and field staff of UNHCR and to the staff of partner organizations **through language support services** for evacuees from Libya;
- Under supervision of the Protection Officer or his/her designate; the Interpreter is expected to provide interpretation and translation in the following languages:
  1. Sudanese Arabic to English and vice versa
  2. Fur to English and vice versa
  3. Zaghawa to English and vice versa
- The interpreter may be asked to translate written documents or statements as necessary;
- Assist in the translation of all office documents including general correspondence, manuals as required;
- The interpreter is required to read, understand and comply with UNHCR's Code of Conduct and realizes that he/she shall be expected to work in the spirit of the principles set forth therein;
- The interpreter is required to read and understand the Undertaking of Confidentiality and Impartiality and understands that he shall be expected to respect the principle of confidentiality and remain impartial in his/her work;
- The interpreter is required to read and understand and agree to abide by the standards of conduct set forth in the Secretary-General's Bulletin, ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse";
- The Interpreter must observe total confidentiality regarding information obtained in the performance of his/her duties.

In doing so, s/he will:

- be expected to be equipped with relevant knowledge and skills on the UNHCR's protection mandate;
- be expected to recognize, understand and – in a split second - have a word in another language for any one of a myriad of issues. The range of interpretation subjects is broad, including politics, legal affairs, economic and social issues, human rights, finance and administration;
- A wide-ranging knowledge of world affairs, subjects (including technical terms) and United Nations processes is essential for all interpreters.

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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

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 results achieved by the interpreter and translator will be mainly measured through the satisfaction of the staff with the services provided including with reference to the standards mentioned above. In addition, the number of activities facilitated or conducted will serve as indicator, in accordance with the overall workplan of the protection, RSD, RST, BID and field staff as well as the partner organizations' staff;
  - 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.
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## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

Humanities, Social Sciences, Arts, Interpretation, Letters and Arts.

**Required experience** 24 months

### Experience Remark

- At least 2 years of work experience as translator/interpreter
- Practical experience in translation/interpretation using technical terminology.
- Written and spoken skills required in English
- Strong skills in the use of computers for word processing, spreadsheets and common business Internet usage

### Language

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

### Area of Expertise

- Protection of refugees, asylum seekers and IDPs Optional

### Area of Expertise Requirement

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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

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

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 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

RWAR000584-8827

#### 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 for to which you would like to apply.

Application deadline: **3rd March 2021**

doa.apply\_url

<https://vmam.unv.org/candidate/show-doa/UldBUjAwMDU4NA==>

#### 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.*