

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

VENR000215--Associate 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.

## General Information

<b>Country of Assignment</b>	Venezuela
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Caracas [VEN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	
<b>Family Duty Station</b>	
<b>Living Conditions</b>	

El Boletín informativo será compartido al momento del reclutamiento.

## Assignment Details

<b>Assignment Title</b>	Associate Protection Officer
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### Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and

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

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)).

Venezuela is facing a critical political, social and economic crisis resulting in hyperinflation, shortages of food, medicine and basic supplies, and deterioration of health, education and basic infrastructure such as water, electricity, transport and urban services that has severely affected most of the country's population of nearly 30 million persons. Drastic reduction in production capacities in the agricultural, pharmaceutical and other sectors have further aggravated the supply situation. In addition, the protection risks of the population are growing. The country faces high levels of insecurity with an increase in homicides and extortion. Since mid-2018, the Government has expressed its interest to increase cooperation with the UN to mitigate the effects of the crisis. During the first half of 2019, the UN set up a humanitarian coordination architecture in line with international standards. The structure includes the designation of the Humanitarian Coordinator who leads the Humanitarian Country Team for strategic decision making, the activation of eight thematic clusters, including the Protection and Shelter, Energy and NFIs Clusters directly led by UNHCR, and four field coordination hubs to ensure the effective delivery of assistance to the people in need. In July 2020, a Humanitarian Response Plan (HRP) covering a period until December 2020 was published, under the leadership of the Humanitarian Coordinator and the Humanitarian Country team in cooperation with Clusters Coordinators. In the context of a scale up of UNHCR activities in Venezuela, the position will support the protection cluster **Coordination Teams** in the framework of the **United Nations** humanitarian structure for Venezuela. The Protection Cluster englobes over hundred-member organizations, making it one of the largest in the cluster system for Venezuela. In addition to the national level, the Protection Cluster has sub-national structures with participation in the CCTs of Zulia, Táchira and Bolívar. UNHCR Heads of Field Office in Maracaibo, San Cristobal and Ciudad Guyana double-hat as Cluster Coordinators at sub-national level. The Protection Cluster also incorporates two Areas of Responsibility specifically dedicated to child protection and gender-based violence that are coordinated by UNICEF and UNFPA respectively. Also these two AdRs have a sub-national structure in Zulia, Táchira and Bolívar. In line with the Inter-Agency Standing Committee (IASC) Centrality of Protection statement 2013 and the IASC Policy on Protection in Humanitarian Action 2016, the Venezuela Protection Cluster Strategy seeks to re-affirm that protection is a collective responsibility of all Humanitarian actors requiring the commitment of all partners that are part of the Protection Cluster including the two AoRs of GBV and Child Protection. It aims to address the most significant protection risks faced by affected populations that impact the entire humanitarian system in Venezuela, requiring common position, joint response and advocacy by the Protection Cluster throughout the humanitarian programme cycle. It articulates and identifies the complementary roles and responsibilities among humanitarian actors that are part of the Protection Cluster to contribute to protection outcomes, by using all available tools and mechanisms to effectively protect vulnerable population in Venezuela.

## Sustainable Development Goals

### 10. Reduced Inequalities

#### Task description

Under the direct supervision of the Senior Cluster Coordination Officer (Protection) , the UN Volunteer will undertake the following tasks:

- Through relationships with persons of concern, authorities and network of partners stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to senior management.
- Ensure that the perspectives, capacities, needs and resources of the persons of concerns are reflected in the protection strategy, planning processes and operations plan addressing the specific protection needs of women and men, children, youth and older persons, persons with disabilities, minority groups such as sexual minorities and persons living with HIV/AIDS;
- Utilize the IDPs footprint during the planning process;
- Coordinate the promotion of international refugee law principles and standards and also IDP legislation or policies ensuring that all sectors and clusters fulfill their responsibilities mainstreaming protection;
- Coordinate the implementation and monitoring of programmes ensuring that identified protection needs, including an Age, Gender and Diversity (AGD) approach, are adequately addressed;
- Provide policy guidance and operational support to UNHCR and partners on all protection related issues;
- Provide legal advice and guidance on protection issues to internal and external interlocutors; ensure legal assistance is accessible to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documents to persons of concern (civil documentation, in particular birth certificates);
- Monitor, and assist with the intervention in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners;
- Assist in the coordinated implementation and oversight of Standard Operating Procedures (SOPs) for all protection/solutions activities;

- Ensure that durable solutions through voluntary repatriation, local integration and where appropriate, resettlement are sought and provided to the largest possible number of persons of concern;
- Ensure through direct action and advocacy with more senior protection staff that the necessary resources are allocated to enable protection activities to identify and address protection and assistance gaps;
- Support a consultative process with government counterparts at local levels, partners and persons of concern to develop and implement integrated strategies that address the key protection priorities, including, for example, child protection, education and SGBV, and solutions approaches;
- Promote confidence building and conflict resolution among populations of concern, authorities and host communities;
- Maintain protection presence through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners. In operations applying the humanitarian cluster system, contribute to ensuring that the response of the Protection Cluster is grounded in an AGD-compliant strategy which covers all assessed and prioritized protection needs of the affected populations;
- Contribute to the Protection team's information management component which: provide disaggregated data on populations of concern and their problems; researches, collects and disseminates relevant protection information and good practices to enhance protection delivery and provide technical advice if necessary;
- Ensure participatory, community-based protection and AGD approaches are included in, strategies and plans in the country operation;
- Support persons of concern to develop structures that enhance their participation and protection.

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

- Protection strategies are developed covering all different persons of concern;
  - Specific protection needs are identified and addressed;
  - International refugee law standards and principles are enacted and respected;
  - Legal advice and guidance on protection issues are provided;
  - Durable solutions are provided to the largest number of refugees and IDPs;
  - Countries in the region maintain regular contacts;
  - The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches, which inform protection and assistance programming;
  - National protection capacities are improved through direct engagement, research and advocacy with all relevant external interlocutors;
  - Protection incidents and needs are immediately identified and addressed through direct intervention, advocacy and public exposure;
  - Coordination with partners and other humanitarian actors is effectively maintained;
  - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- El desarrollo de las capacidades a través del entrenamiento, la tutoría y la capacitación formal en el puesto de trabajo, cuando se trabaje con (incluyendo la supervisión) el personal nacional o contra-partes (no-) gubernamentales, entre ellos Socios de Implementación (Implementing Partners IPs); • La perspectiva de edad, género y diversidad se aplica de forma sistemática, integrada y documentada en todas las actividades a lo largo de la asignación • Un balance final sobre los logros alcanzado a través del voluntariado para el desarrollo durante la asignación, como la presentación de informes sobre el número de voluntarios movilizados, las actividades en las que han participado y las capacidades desarrolladas.

# Qualifications/Requirements

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**Required Degree Level** Master degree or equivalent

## Education - Additional Comments

University degree in Law, International Law, International Relations, Social Sciences, Political Sciences or related field.

**Required experience** 24 months

## Experience Remark

- Minimum 2 years of experience with refugees and/or other people of concern in a protection capacity required.
- Field experience;
- Commitment to help persons of concern and willingness to cooperate with counterparts.

## Computer skills:

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

## Language

- Spanish (Mandatory) , Level - Fluent
- And One of these - English (Mandatory) , Level - Fluent

## Area of Expertise

- Protection of refugees, asylum seekers and IDPs Mandatory

## Area of Expertise Requirement

- Knowledge of UN policies and procedures;
- Good analytical skills;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Ability to live and work in the difficult and harsh conditions of developing countries is essential.
- Excellent writing skills in English and Spanish

**Need Driving Licence** Yes

## Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity

- Self-Management
- Working in Teams

# Conditions of Service and other information

Condition of Service

[Pulse aquí para ver las Condiciones de Servicio](#)

## Condiciones de Servicio para Especialista Internacional:

### Nota sobre el nuevo coronavirus—COVID-19

La rapidez con la que evoluciona la situación creada por el nuevo coronavirus COVID-19 ha obligado a establecer importantes y crecientes restricciones a la libertad de movimientos de las personas en todo el planeta, dentro de cada país y a nivel internacional. Estas restricciones dificultan en gran extremo el que los voluntarios de las Naciones Unidas puedan llegar a los lugares de destino asignados para comenzar a prestar servicio, y VNU no puede garantizar que sus misiones podrán desarrollarse con normalidad.

Los candidatos a colaborar con VNU en asignaciones internacionales durante este periodo podrán, de manera excepcional, recibir instrucciones para trabajar desde los lugares donde se produjo su contratación hasta que se levanten las restricciones. Esta decisión queda a discreción de la entidad local. Se recomienda a los candidatos que avancen a la fase de entrevista que hablen con la entidad local para analizar las probabilidades de poder viajar y de adoptar fórmulas alternativas para desempeñar su misión. En caso de ser seleccionados, los candidatos deberán examinar cuidadosamente todas estas circunstancias antes de aceptar la oferta de VNU.

Cuando la entidad local asociada de las Naciones Unidas solicite al voluntario que preste su servicio a distancia, el multiplicador del ajuste por lugar de destino (PMA) y demás derechos vinculados podrán ajustarse al lugar de destino temporal desde el que vaya a trabajar el voluntario a petición de la entidad.

La duración del contrato es para el periodo indicado anteriormente, con posibilidad de extensión, sujeto a la disponibilidad de fondos, necesidades operativas y desempeño satisfactorio. Sin embargo, no hay expectativas de renovación de la asignación.

Las/los Voluntarias/os ONU reciben una Prestación de Subsistencia (VLA) compuesta por la Prestación de Subsistencia Mensual (MLA) y la Asignación Familiar (FA) para Voluntarias/os ONU con personas dependientes (máximo tres).

La VLA es pagada cada mes al final del mes para cubrir gastos de alojamiento, servicios, transporte, comunicaciones y otras necesidades básicas. La VLA puede ser computada aplicando el multiplicador de ajuste (PAM) a la tarifa VLA base de USD \$1.651. La tarifa base VLA es una tarifa global, mientras que la PAM es específica para cada lugar de destino/país y fluctúa de manera mensual de acuerdo a los costos de vida. Este método asegura que las/los Voluntarias/os ONU Internacionales tienen un poder de compra comparable en todos los

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lugares de destino independientemente de la variación del costo de vida. El PAM es establecido por la Comisión de Administración Pública Internacional (ICSC) y es publicado al principio de cada mes en la página de la ICSC en <http://icsc.un.org>.

Por ejemplo, introduzca el enlace <https://vmam.unv.org/calculator/entitlements>

En lugares de destino no aptos para familias que pertenecen a las categorías de dificultad D o E, de acuerdo a la clasificación del ICSC, la/el Voluntaria/o Internacional ONU recibe un Diferencial de Bienestar (WBD) de manera mensual.

Adicional, a las/los Voluntarias/os ONU se les proporciona un Subsidio de Instalación (SIG) al principio de la asignación (si el voluntario no ha residido en el lugar de destino por al menos 6 meses antes de empezar la asignación) y en el caso de reasignación permanente a otro lugar de destino.

VNU proporciona seguro de vida, salud y discapacidad permanente, así como subsidio de viaje, licencias anuales y la completa integración al marco de seguridad de la ONU (incluidos reembolsos de seguridad residencial).

Las/los Voluntarias/os ONU reciben Dietas (DSA) de acuerdo a la tarifa aplicable a viajes oficiales de la ONU para visitas periódicas al país de origen y para el viaje de repatriación final (si aplica). Una prestación de reasentamiento, por satisfactorio servicio al final de la asignación.

VNU entregará junto con la oferta de la asignación, una copia de las Condiciones de Servicio, incluido el Código de Conducta para la/el candidata/o exitosa/o.

#### **Supervisión, inducción y deber de cuidado/debida diligencia de los Voluntarios ONU ([Funciones Y Responsabilidades de las Entidades Anfitrionas](#))**

A los voluntarios ONU se les debe aplicar el mismo deber de cuidado que se provee al personal de la entidad de acogida. El apoyo de la entidad de acogida a los voluntarios incluye, pero no está limitado a:

- sesiones informativas introductorias sobre la organización y el contexto de la oficina relacionado con seguridad, procedimientos en caso de emergencia, prácticas culturales apropiadas y orientación sobre el entorno local;
- apoyo administrativo para la apertura de cuentas bancarias, solicitud de los permisos de residencia y para realizar todos aquellos procesos oficiales requeridos en los países y entidades de acogida;
- orientaciones estructuradas, asesoría y coaching de un supervisor que incluya el plan de trabajo y de evaluación de desempeño;
- acceso a espacios de oficina, equipamientos, apoyo tecnológico y con aquellas otras herramientas requeridas para completar los objetivos de la asignación, como la apertura de una dirección de correo electrónico de la entidad de acogida;
- acceso a los espacios compartidos de conocimiento, capacitación y aprendizaje de la entidad de acogida;
- inclusión de los voluntarios en los procedimientos para situaciones de emergencia como las evacuaciones;
- gestión de los permisos;
- DSA para los viajes oficiales cuando sea aplicable;
- cualquier cambio en la Descripción de la Asignación que ocurra entre el periodo de reclutamiento y el inicio de la asignación o durante la misma, debe formalizarse con el Programa de Voluntarios ONU;
- Investigar las conductas indebidas: trasladar los informes a VNU;

- Proporcionar ayuda de emergencia, por ejemplo en casos de muerte o evacuación médica del voluntario, en colaboración con VNU. Aceptar cartas de garantía o de posibles responsabilidades para la cobertura de gastos médicos no exigibles bajo el seguro médico en situaciones extraordinarias (como los servicios de las instalaciones de aislamiento durante pandemias).

**Application Code** VENR000215-8252

#### **Application procedure**

You can only apply if you have created your profile at <https://vmam.unv.org/candidate/signup>

Watch this video for the specific steps you must follow: [https://www.youtube.com/watch?v=VT5uJ\\_FoIWU](https://www.youtube.com/watch?v=VT5uJ_FoIWU)

If you are already registered in UNV's Talent Pool, make sure your profile is up to date before applying.

Application deadline: 29-Nov-2020 at 23:59hrs, Germany time zone

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/VkVOUjAwMDIxNQ==>

#### **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.*