UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR000151--Child Protection Assistant

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Zambia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Kawambwa [ZMB]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Assignment Place Remark
- Nil

Living Conditions

Kawambwa District is situated in Luapula Province. The distance between Kawambwa and Lusaka, the capital city of Zambia, is about 934km. Kawambwa is home to Zambia’s largest tea plantation. The District is further known for its magnificent waterfalls in the vicinity. Near Kawambwa are two of Zambia’s most impressive waterfalls, the mighty Lumangwe Falls, found on the Kalungwishi River, an astounding drop in the middle of nowhere creates what looks like a smaller version of Victoria Falls; and the beautiful Ntumba Chushi Falls, a series of water pools and rapids culminating in the main falls about 30m high on the Ng’ona River on the Ng’ona River. Kawambwa has basic amenities in place. The District offers a variety of visitor accommodation options. There are a few self-catering units and guest houses available. For more
Assignment Details

Assignment Title  Child Protection Assistant

Organizational Context & Project Description

In August 2017, Zambia witnessed a sudden influx of refugees from DRC into the northern province of Luapula. In response to the influx, a new refugee settlement was established in December 2017 in Mantapala, Nchelenge district of Luapula Province. The settlement hosted over 14,000 refugees from DRC as of January 2020, and it continues to receive new arrivals on a monthly basis through numbers dropped after the DRC presidential elections were concluded in 2019.

The current statics indicate that 79% of the refugees in Mantapala are women and children, over 900 refugees have been identified as Persons with Specific Needs. As Mantapala refugee settlement is newly established and in a post-emergency situation, there is need to put in place measures to stabilize the settlement, taking into account the different needs and priorities by age, gender and diversity. Following the relocation from Kenani reception center, new protection risks such as child neglect, child sexual abuse, defilement and other forms of violence against children have emerged. ISIBINDI, the child protection module was introduced in October 2019, however the Child Youth Care Workers require close monitoring and guidance during the early days of implementation. The protection team on the ground is overstretched and it has been challenging to cover for all protection sectors given the limited number of staff.

The objectives of the protection unit are:

- Strengthen Child protection response mechanism;
- Strengthen Child protection case management system;
- Relevant SOPs updated and operational.

Sustainable Development Goals  16. Peace, Justice and Strong Institutions

Task description

Under the overall supervision of the Protection Officer and as a member of the Protection Unit, the Protection Assistant will perform the following tasks:

- Assist to monitor, support and supervise all child protection related activities;
- Organize interviews with beneficiaries a week in advance, in line with the list of prioritizations assigned by the Child Protection Expert;
- Consult the physical file including the Best Interest Assessment (BIA), the database and with the necessary social worker from the Ministry of Community Development and Social Services (MCDSS) before the organization of any interviews;
- Proceed with the conduct of interviews directly in line with the SOPs for the protection of refugee children and asylum seekers and the Best Interest Determination (BID) Guidelines;
Receive refugees in a professional and respectful manner and be attentive to their needs, addressing them in a personal and adapted manner if the person has specific needs;

Conduct home visits in order to collect information and inform beneficiaries of the BID procedure throughout the process;

Analyze the situation of children at risk and make referrals as necessary;

Evaluate the maturity of the child and their ability to give informed consent to share information. According to the age and maturity of the child, obtain their consent and the consent of their caregiver to share information with organizations specified, explaining the reason for each referral;

Revise and correct BIDs in line with feedback given from the Child Protection Expert;

Present BIDs in front of the panel regularly;

Communicate to the supervisor any difficulty or delay in producing the required number of BIDs;

Inform the child and family of the decision taken during the panel and explain to them the follow up actions. Ensure that responsibility is taken for completing all follow up actions needed;

Participate in necessary trainings in order to remain up to date regarding BID procedures and the Standard Operation Procedures (SOPs);

Assist in updating child protection related SOPs;

Regularly participate in supervision sessions and team meetings organized by the Child Protection Working Group;

Update proGres events as well as the physical file and case tracking excel sheets. Ensure that the final version of the BID is saved in the network drive with the scanned signature page directly after the BID Panel;

Any other related task assigned by Protection Officer.

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

All Child Protection related activities monitored, supported and supervised;

Interviews organized with beneficiaries a week in advance, in line with the list of prioritizations assigned by the Child Protection Expert;

Home visits conducted, information collected, and beneficiaries informed of the BID procedure throughout the process;

The situation of children at risk is analyzed and referrals made as necessary;

Support provided in updating child protection related SOPs;
• Regular participation in supervision sessions and team meetings organized by the Child Protection working group;
• Up to date proGres events as well as the physical file and case tracking excel sheets. Final version of the BID is saved in the network drive with the scanned signature page directly after the BID Panel;
• 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 and ensure that UNHCR meets its commitments to accountability to persons of concern;
• National protection capacities are improved through direct engagement, research and advocacy with all relevant external interlocutors.

• 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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<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Bachelor’s degree in International Development, Cultural Studies, Law, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines is required.</td>
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<tr>
<th>Required experience</th>
<th>24 months</th>
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<td>Experience Remark</td>
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<tr>
<td>Relevant job experience in Child Protection;</td>
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<tr>
<td>Computer skills (MS Office, including Excel, Word, PowerPoint, Access);</td>
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<tr>
<td>Fluency in English and working knowledge of another relevant UN language or local language;</td>
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<tr>
<td>UNHCR Learning Programmes (PLP), other training in Child protection and Field/HQs experience will be welcome;</td>
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<td>Knowledge of Administrative/financial rules, procedures, processes in the context of UNHCR offices and Field operations.</td>
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Language
• English (Mandatory), Level - Fluent

Area of Expertise
• Protection of refugees, asylum seekers and IDPs Mandatory

Area of Expertise Requirement

• Experience in Child Protection with an international or humanitarian organization.

Need Driving Licence

No

Competencies & Values

• Accountability
• Adaptability and Flexibility
• Building Trust
• Client Orientation
• Commitment and Motivation
• Communication
• Creativity
• Empowering Others
• Ethics and Values
• Integrity
• Judgement and Decision-making
• Knowledge Sharing
• Leadership
• Managing Performance
• Professionalism
• Respect for Diversity
• Self-Management
• Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:

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.

20 Feb 2020
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

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.
* Not yet registered in the UNV Talent Pool?

Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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: 05-02-2020

doa.apply_url [https://vmam.unv.org//candidate/show-doa/Wk1CUjAwMDE1MQ==](https://vmam.unv.org//candidate/show-doa/Wk1CUjAwMDE1MQ==)

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.