

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MWIR000098--Associate Field 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

Country of Assignment	Malawi
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-01-2021
Duty Station	Lilongwe [MWI]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Malawi continues to enjoy a stable and democratic government and has no major security problem. The population of Malawi is about 16 million and the major languages are English and Chichewa.

Living conditions in all the major cities are modest with all basic supplies available. Appropriate health services and International schools are available in Lilongwe, Blantyre, Mzuzu and Zomba. Malaria is prevalent throughout the country. Social infrastructure can be found in all the major cities.

The UN Volunteer will be based in the capital of the country, Lilongwe. Conditions in Lilongwe are good and has appropriate health services. Housing in Lilongwe varies and it is possible to rent apartments in safe areas from \$500 upwards. The UNV Field Unit books temporary accommodation for the first nights at a lodge, while assisting in getting permanent accommodation. The Department of housing has made available government houses to UN and when available, a UN Volunteer is allocated one.

Assignment Details

Assignment Title

Associate Field Officer

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 co-ordinate international action to protect refugees and resolve refugee problems world-wide. 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).

As of 29th February 2020, the Malawi operation hosted 45,940 POCs from the Democratic Republic of Congo, Burundi, Rwanda, Somalia, Ethiopia, and other countries of origin. Of the 45,940, 14,233 are refugees, 30,979 are asylum seekers, 240 - other of concern and 488 not of concern. Majority of the refugees and asylum seekers are from the Democratic Republic of

Congo. The refugees and asylum seekers are hosted at Dzaleka refugee camp which was established in 1994. The Malawi operation continues to receive new arrivals mainly from DRC, Burundi and Rwanda. The new arrivals are received at the boarder entry points by the Malawi government and taken to Karonga reception center, where they are registered. They are then transferred to Dzaleka refugee camp. In addition, the new arrivals undergo Refugee Status Determination process by the government.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

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

- Ensure that UNHCR's policies, standards and procedures are constantly and coherently applied in the Area of Responsibility (AoR).
- Ensure that the needs of persons of concern in the AoR are assessed and analysed in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- Ensure that protection incidents and gaps in assistance are immediately identified and addressed.
- Identify vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of different groups of refugees.
- Assess protection and assistance needs of refugees and asylum-seekers in the region and monitor implementation of refugee assistance programmes.
- In co-ordination with implementing partners, handle the reception, registration and provision of assistance to persons of concern to UNHCR.
- Provide inputs for project submissions and periodic narrative and financial reports for the annual programme.
- Develop and maintain relations with local authorities ensuring smooth negotiations in all aspects of UNHCR's mandate for the benefit of refugees.
- Monitor the security situation in the area and intervene as appropriate with the local authorities.
- Participation in needs assessment as a member of the Multi-Functional team
- In close coordination with programme and project control, monitor project implementation and provide feedback on the progress to the relevant units/sections
- Support the operation to explore long term solutions for Persons of Concerns by enhancing partnership with development agencies and other relevant stakeholders in line with GRF.
- Undertake other relevant duties as 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

- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as for funding submissions, appeals and reports.
- Enforced compliance with UNHCR's global strategies, protocols and guidelines
- 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

Law, International Law, International Relations, Political Sciences or related field.

Required experience 24 months

Experience Remark

Work experience with refugees and/or other people of concern in a protection capacity required

2-3 years

field experience, protection

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

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Protection of refugees, asylum seekers and IDPs Mandatory

Area of Expertise Requirement

Need Driving Licence No

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F. +49 (0) 228-815 2001

W. www.unv.org

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

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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 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).

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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

MWIR000098-7636

Application procedure

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Prerequisites

This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility here: https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html

This is a UN Volunteer assignment and eligible candidates must be 25 years of age or older.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via competency-based interviews held via skype or telephone.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via '[Candidate Signup](#)'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 20 September 2020

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TVdJUjAwMDA5OA==>

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.