



## DESCRIPTION OF ASSIGNMENT

### Preamble:

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

<b>Assignment title:</b>	Associate Livelihood and Economic Inclusion Officer
<b>UN Host Entity:</b>	UNHCR
<b>Country of assignment:</b>	Brazil
<b>Duty station:</b>	Brasília
<b>Volunteer category:</b>	International UN Volunteer
<b>Duration:</b>	24 months
<b>Expected starting date:</b>	1 October 2024
<b>Sustainable Development Goal:</b>	10. Reduced Inequalities

### Details

#### Organization mission and objectives

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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)).

### **Assignment context**

The Associate Livelihood and Economic Inclusion Officer will be key in operationalizing the strategic vision to align livelihoods and economic inclusion efforts with the Global Compact on Refugees (GCR), which underscores the need to mobilize additional actors and to adopt a whole-of-society approach to strengthen refugee self-reliance and help ease pressure on host countries. Promoting economic inclusion of refugees is a key development area that will enable the achievement of these objectives and contribute to the 2030 Agenda's Sustainable Development Goals.

Leveraging the growing global momentum, UNHCR is working to translate the objectives of the GCR into impactful results for persons of concern (POC). Contributing to this global roll-out of the GCR, the Associate Livelihood and Economic Inclusion Officer, with support from the Livelihoods and Economic Inclusion Unit in the Division of Resilience and Solutions (DRS), works towards the following objectives:

- 1) improve the enabling environment for refugees to work through advocacy on the right to/at work, access to economic opportunities and service;
- 2) seek new and strengthen existing partnerships including with the private sector, development actors, government institutions and specialized agencies to advance economic inclusion of refugees; and
- 3) enhance ongoing livelihoods and economic inclusion programming through evidence-based and market-driven approaches to improve economic inclusion outcomes.

The Associate Livelihood and Economic Inclusion Officer should be proactive, always looking for new opportunities and persuasive in mobilizing donors and new partners around new models of economic and social integration.

The UN Volunteer will interact with the government counterparts and other stakeholders with specific mandate in livelihood activities as well as with the refugee communities. Within UNHCR, the Associate Livelihood and Economic Inclusion Officer will work under the supervision of the head of livelihoods and closely with multi-functional teams on matters

including but not limited to protection, education, cash, partnerships, research and analytics, GBV, solutions, complementary pathways and more.

They will support the office's involvement with livelihoods and economic inclusion, working with relevant external stakeholders from government line ministries, development actors, private sector, UN agencies, international organisations, NGOs, research institutions and universities.

### **Task description**

Under the direct supervision of Livelihoods & Economic Inclusion Officer, the UN Volunteer will undertake the following tasks:

- Maintain close contact and cooperation with partners to facilitate the economic inclusion of refugees, such as line ministries, private sector and development actors in accordance with UNHCR Global and Country level policies, priorities, and strategies, in particular the Global Compact on Refugees. This includes advocating with public and private sector services providers to include UNHCR POC in supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- Work with the multi-functional team, more specifically with the Protection Unit, to assess the legal framework for the right to work and rights at work and recommend/implement advocacy initiatives and policy reforms to improve UNHCR POC's economic inclusion, rights, and access to work.
- Build on UNHCR databases to support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. This includes supporting the implementation of socioeconomic and wealth ranking surveys utilising community-based strategies to inform targeting, monitoring and facilitation of development programmes.
- Conduct necessary assessments in collaboration with relevant private and public stakeholders such as JICA, including impact assessments on local economies and surveys that help to identify investment and funding opportunities that enhance the economic inclusion of UNHCR POC.
- In case UNHCR is implementing specific livelihoods activities, strengthen, guide and monitor the livelihoods interventions to help ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
- Perform other related 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;
- 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.

### **Requirements**

**Education:** Bachelor's degree in business management, Socio-Economics Development, Economics/International Economics, Rural Development, Financial Management, or related fields.

**Minimum experience:** Minimum 3 years in livelihoods, business, socio-economic inclusion and/or durable solutions activities.

### **Skills and experience description**

- Technical competencies in sub-sectors relevant to livelihoods programming e.g. financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education, and training, etc.
- Experience in facilitating the economic inclusion of vulnerable and marginalized groups in collaboration with internal and external stakeholders, ideally in varied field contexts.
- Experience in working with and developing partnerships with private sector, NGOs, UN organisations, development actors, and government authorities in sub-sectors relevant to livelihood programming e.g. financial inclusion, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical , and training, etc.

### **Language skills**

English                      mandatory ☒ optional ☐  
                                      basic ☐ fair ☐ working knowledge ☒ fluent ☐ mother tongue ☐

Portugues                      mandatory ☐ optional ☐ ☒

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### Competencies and 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

**Driving license needed:**

**No**

### Living conditions

Brasilia is the capital of Brazil, with approximately 2.570.160 inhabitants. The UN security Level is at the level 3 (moderate) in the city. The federal capital of Brazil and seat of government of the Federal District. The city is located high in the Brazilian highlands in the country's Central-West region. In Brasília, the wet season is overcast, the dry season is mostly clear, and it is warm year-round. Over the course of the year, the temperature typically varies from 53°F to 84°F and is rarely below 48°F or above 90°F.

Brasilia is the 3rd capital city of Brazil. For this reason, access to hospitals, commercial centres, airport and other services are considered satisfactory. There are automatic teller machines

(ATMs) and local banking facilities available in several areas of the city; credit and debit cards are widely accepted.

Brasilia lacks diversity when on the topic of modes of transportation. It is a highly car oriented city where it is very effective to get from one destination to another using the large roads and highways systems.

For taxi, you are recommended to use only those painted in white, with side registration number and red license plate. Furthermore, you are recommended to only use taxis provided by your hotel, airport or radio taxis/ apps.

The main transportation hub lies in the centre of the pilot plan, where the main bus station is located, as well as the central subway station. There are bus routes to most areas (often crowded) and the only subway line only serves the south wing of the pilot plan with 24 stations currently in operation. While the metro system does cover a large portion of land surrounding Brasília, the metro system only favours commuters and is not effective in getting people to main parts of Brasília.

There are many cycling routes / lanes in Brasilia. The city also offers shared bikes systems.

The UNV Field Unit can assist in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

The currency used in Brazil is called Real (BRL). In March 2024, the average exchange rate is 1 USD = 5 BRL. Many hotels, restaurants and businesses in Brazil accept the main international credit cards (i.e. Visa, MasterCard, American Express). It is also possible to withdraw cash from ATM found in all the major cities.

To enter Brazil, a valid passport is required. Nationals of other countries may be required an entry visa or long stay visa. They should contact the closest Brazilian representation.

Note: For all international travel to Brazil, security clearance must be requested a minimum of 7 days prior to travel.

Specific UN Volunteer entitlements, including insurance coverage, Volunteer Living Allowance (VLA), and Deployment /Repatriation lump sums, among others, are available at <https://app.unv.org/calculator> . The complete UN Volunteer Conditions of Service is available at <https://explore.unv.org/cos> .