

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SRBR000038--Associate Field Officer (Protection)

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	Serbia
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 Months
Expected Starting Date	01-10-2017
Duty Station	Belgrade
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Serbia is in the process of becoming a member of European Union, the political and economic situation has been stabilized. Belgrade is the capital and largest city of Serbia with a special administrative status. It is the economic, cultural and educational centre of Serbia. Belgrade is a family duty station, classified as "A" by ICSC. Medical facilities are well developed and easily accessible. The educational institutions at all levels as well as international schools are available. In accordance with the security risk assessment, it is under Security Level 1 (minimal). No security clearance is required when traveling to SL1 areas.

Assignment Details

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

We are inspiration in action

F. +49 (0) 228-815 2001

W. www.unv.org

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

Assignment Title Associate Field Officer (Protection)

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 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).

The Associate Field Officer (Protection) integrates the Protection Unit in a Field Office, Sub-Office or Country Office and reports to the Protection Officer, Field Officer or Head of Field or

Sub-Office as applicable. The Associate Field Officer (Protection) in a Field or Sub-Office reports to the Protection, Field Officer or Head of Field Office as appropriate. The incumbent has direct supervisory responsibility for part of the protection staff and supports the application of protection standards, operational procedures and practices in protection delivery at the field level. He/she liaises with protection partners on the delivery of the Field Office protection strategy and programmes.

The Associate Field Officer (Protection) assists in the design and preparation of the Office protection strategy, in particular by ensuring that it is based on consultations and actual needs of persons of concern. He/she provides timely analysis on the protection situation in the field, highlighting important political, social, military and economic developments affecting the protection of persons of concern. The incumbent is responsible for the application of protection standards, operational procedures and practices in protection delivery at the field level and is relied upon by the Field or Country Office to plan and undertake quality, timely and effective responses to the needs of populations of concern.

To achieve this, the incumbent will build daily contacts with persons of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

The Western Balkans is faced with large scale movements of refugees from refugee producing countries over the Balkans land route, leading through Serbia. After the de facto closure of EU border on this route in March 2016, some 900 refugees remained in Serbia. However, with continued daily irregular arrivals from Bulgaria and the former Yugoslav Republic of Macedonia, but only a much smaller number of departures regular and irregular to/through Hungary and Croatia, who also started regular collective expulsion of asylum-seekers back into Serbia, this figure has by now risen to 8,000 and is expected to further increase with spring weather to 12,000. This requires continued substantive operational engagement by UNHCR. UNHCR Representation in Serbia has been providing support to the Government of Serbia and civil society to respond effectively to the humanitarian and protection needs of the refugees/migrants in the country, particularly by: A. Supporting the Government of Serbia in strengthening its asylum system in line with applicable international standards; B. Stepping up protection and border monitoring through the establishment of a regular presence of UNHCR and its partners at key locations. C. Assisting the government and civil society in promptly identifying and addressing acute protection, humanitarian and basic needs among the present population and new irregular arrivals. UNHCR will coordinate and promote the implementation of this strategy within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

We are inspiration in action

F. +49 (0) 228-815 2001

W. www.unv.org

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

Sustainable Development Goals 10. Reduced Inequalities

UNV Focus Area Securing access to basic social services

Task description

Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to senior management;

Support UNHCR's consultative process with local government counterparts, partners and persons of concern for effective needs assessment and planning;

Facilitate UNHCR's responses in addressing Sexual and Gender Based Violence (SGBV) priorities and other specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups such as persons with diverse sexual orientations and gender identities;

Manage individual protection cases including those on SGBV and child protection;

Monitor the integrity of UNHCR operations management standards and procedures in the Area of Responsibility (AoR) and facilitate the respect of deadlines;

Maintain protection presence through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners;

Monitor and report on the protection, security and safety situation of persons of concern;

Facilitate and monitor programmes on an Age, Gender, Diversity (AGD) basis to address identified protection needs;

Support communities in establishing representation and coordination structures. Promote confidence building and conflict resolution among populations of concern, authorities and host communities;

Provide 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 and services to persons of concern;

Contribute in developing and implementing an education plan for the AoR as part of the protection strategy;

Intervene in cases of expulsion, arbitrary deprivation of nationality, and other protection incidents through close working relations with governments and other partners.

Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern;

Support the effective systematization and management of data to enhance monitoring, response and evaluation mechanisms;

Contribute to initiatives to build the capacity of local partners and civil society through training and other initiatives to protect persons of concern.

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

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

We are inspiration in action

F. +49 (0) 228-815 2001

W. www.unv.org

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

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 protection needs of populations of concern are met through the application of International and National Law, relevant UN/UNHCR protection standards;

Effective and timely support is provided to the formulation of a clear and coherent protection strategy, which incorporates a thorough age, gender and diversity (AGD) analysis and reflects the Organization's global, regional and country level priorities;

The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches, ensuring that UNHCR is accountable to persons of concern;

Protection incidents and gaps in assistance are immediately identified and addressed;

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.

- 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 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

Type of Degree: University degree in Law, International Law, International Relations, Social Sciences, Political Sciences or related field.

Years of Required Work Experience 24 months

Experience Description

T. +49 (0) 228-815 2000

F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany

W. www.unv.org

We are inspiration in action

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

Minimum 2 years of work experience with refugees and/or other people of concern in a protection capacity required.

Desirable Qualifications and Skills:

Knowledge of UN policies and procedures;

Field experience;

In addition to the qualifications and requirements stated above, the incumbent is expected to be flexible and ready to adapt to eventual new tasks as the situation evolves, great autonomy, dynamism and creativity; good sense of responsibility and initiative;

Knowledge of relevant UNHCR policies and guidelines is desirable; including knowledge of the mandate, the objectives and the operations and functioning of UNHCR.

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

Language Skills

- English (Mandatory) , Level - Fluent

DoA Expertise

- Protection of refugees, asylum seekers and IDPs (Mandatory)

Additional Requirements for Area of Expertise

Desirable Qualifications and Skills:

- Knowledge of UN policies and procedures;
- Field experience;
- In addition to the qualifications and requirements stated above, the incumbent is expected to be flexible and ready to adapt to eventual new tasks as the situation evolves, great autonomy, dynamism and creativity; good sense of responsibility and initiative;
- Knowledge of relevant UNHCR policies and guidelines is desirable; including knowledge of the mandate, the objectives and the operations and functioning of UNHCR.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

We are inspiration in action

F. +49 (0) 228-815 2001

W. www.unv.org

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

- Professionalism
- Working in Teams
- Commitment and Motivation

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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).

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\$ 1,587. 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 example, kindly enter the link [Calculator](#)

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.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Application Code SRBR000038-2111

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 to which you would like to apply.

This assignment is funded by JICA, and 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: [JICA website](#).

Application deadline: 30 June 2017

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.

T. +49 (0) 228-815 2000

F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany

W. www.unv.org

We are inspiration in action

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