

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZAFR000021--Associate Community Services 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	South Africa
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 Months
Duty Station	Pretoria
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

The living conditions in South Africa is generally very good. The country has an abundance of health providers of all sectors. The country's infrastructure and communication facilities are of international standard. Pretoria is a city located in the northern part of Gauteng Province in South Africa. It is one of the country's two capital cities serving as the executive (administrative) and de facto national capital. It offers very good living conditions with various types of available facilities. Housing is most of the time readily available, rents can be negotiated. Infrastructure, roads, utilities, telecommunications – are of a high standard. The other is Cape Town, the legislative capital.

The security situation in South Africa require all staff to follow recommendations by the UNDSS, who advises all new staff upon arrival. Pretoria is classified as an A duty station and South Africa is in security phase 1. Like in other big cities with significant crime rates, caution must be exercised always.

Assignment Details

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W. www.unv.org

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

Assignment Title Associate Community Services Officer

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is 31 May 2017 Page 1 of 5 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).

Sustainable Development Goals 10. Reduced Inequalities

UNV Focus Area Securing access to basic social services

Task description

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

Be fully informed about community structures and the security situation of the population of concern, and develop strong links with a cross-section of asylum-seekers, refugees and stateless persons using a AGD approach

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

Assist in identifying opportunities for the promotion of social cohesion among populations of concern, authorities and host communities

Assist in identifying and liaising with operational partners and government entities that are engaged in social cohesion activities

Assist in reporting to and participating in inter-agency coordination meetings that address xenophobia and promote social cohesion activities

Draft reports as necessary, relevant to the tasks described;

Assist in overseeing the Helpline for refugees and ensure that the helpline enables an efficient and effective channel of two-way with persons of concern;

Draft monthly reports analyzing the information obtained through the Helpline;

Ensure participatory and AGD approaches are included in strategies and plans in the country operation;

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.

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Results/Expected Outputs

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

Bachelor's Degree degree in Social Sciences, Law, International Law, International Relations, Political Sciences or related field.

Years of Required Work Experience 24 months

Experience Description

Minimum 2 to 3 years preferably in social sciences ;

Language Skills

- English (Mandatory) , Level - Fluent

DoA Expertise

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

Additional Requirements for Area of Expertise

Need Driving Licence No

Competencies & Values

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- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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:

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

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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.

Application Code ZAFR000021-2118

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

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.

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