

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000422--Legal 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	Congo, Democratic Republic
Host Institute	UN Organisation Stabilisation Mission in the DRC
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Goma [COD]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Assignment is non-family (GOMA)

Living Conditions

The Democratic Republic of Congo is the second largest country in Africa, and as a result is quite diverse.

Living conditions therefore vary between MONUSCO duty stations, with all usual amenities present in the capital Kinshasa, but only very basic conditions in remote duty stations in the provinces, where, for instance, there may be no guarantee of public power supply nor running water. The ability to live and work in difficult and harsh conditions of developing countries is essential.

Accommodation is very expensive in both Kinshasa and Lubumbashi. Supermarkets exist in the large towns (e.g. Bukavu, Kisangani), but consumer items are generally very expensive (as everything is imported). For food, local markets offer a much cheaper alternative.

All MONUSCO duty stations are considered non-family duty stations, except for Kinshasa, Lubumbashi and Entebbe which are now considered family duty stations, and most are currently under UN Security Phase III (“relocation phase”: internationally-recruited staff are temporarily concentrated or relocated to specified sites/locations). In addition to insecurity related to the relatively volatile political situation as well as various conflict situations, certain places are subject to increasing street and residential crime, including in Kinshasa and Goma.

Some degree of medical service is provided in all MONUSCO duty stations. Certain vaccinations are mandatory for MONUSCO personnel to enter the DRC, while others are compulsory for all other incoming persons. It is possible for incoming MONUSCO personnel, including UN Volunteers, to be asked to provide proof of some or all vaccinations, though this is unlikely. All UN Volunteers must ensure that they are up-to-date with all appropriate vaccinations, which should be clearly and properly endorsed in the International Certificate of Vaccination (“carte jaune”). Malaria is present virtually throughout the DRC, and it is therefore recommended to take prophylaxis.

The unit of currency is the Congolese Franc. The US dollar is the other preferred currency. It may be impossible to exchange traveller’s checks away from the capital city. Credit cards are usually accepted in major hotels only in Kinshasa. In larger towns and cities (e.g. Kinshasa, Goma, Bukavu, Kisangani), UN Volunteers are recommended to open US Dollar bank accounts, while in other places, banks may be absent (including ATMs) and VLA payments will be processed in cash. UN Volunteers have the possibility to send part of their allowances to a bank account abroad.

In addition to French, there are four major spoken languages in DRC, namely Lingala, Kikongo, Tshiluba and Swahili.

Assignment Details

Assignment Title Legal Officer

Organizational Context & Project Description

The United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO). – <http://monusco.unmissions.org>.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

UNV Focus Area Task description

Peace building

Under the direct supervision of the

Senior Legal Adviser, the duties of the **Legal Officer** will include but are not limited to the following:

T. +49 (0) 228-815 2000

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- Assist with the handling of diverse issues related to the status, mandate, and operations of the Mission involving international humanitarian law, contract law, and administrative law;
- Assist with the provision of legal advice to the SRSG and Mission management with respect to the interpretation of Security Council resolutions, international agreements and other documents relevant to the Mission's mandate;
- Assist with the provision of legal advice on and handle matters in the areas of privileges and immunities, conduct and discipline, human rights, as well as issues related to the disarmament and demobilization of foreign armed groups;
- Provide support to fact-finding and evidence-gathering teams;
- Assist with legal matters involving the administrative law of the Organization, including Staff Regulations and Rules;
- Assist the Office of Legal Affairs to act as a liaison with the International Criminal Court ("ICC") in relation to document disclosure requests in the context of ICC proceedings;
- Draft, review, advise and assist in the preparation and drafting of contracts, agreements, and memoranda of understanding, including with agencies, funds, programmes, governments, NGOs and other public and private entities, as well as in the negotiation and settlement of claims and disputes;
- Draft and review Notes Verbale to different governments as well as Code Cables to the New York Headquarters regarding various legal issues;
- Provide assistance with and advice on procurement and contract-related issues, including reviewing and drafting contracts, as well as deal with vendors.
- Any other duties as requested by the supervisor.

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 role played by the Legal Affairs Office in a DPKO mission is clearly understood;

- Incoming cases and requests are managed effectively and in a timely manner;
 - Significant improvement of quality in the office’s service delivery;
 - Significant improvement in the office’s responsiveness and clients’ satisfaction;
 - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts;
 - 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 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

Master in Law

Required experience 12 months
Experience Remark

A minimum of one year of experience in relevant areas of law, including international humanitarian, criminal, administrative law, contract law, etc. Admission to the bar in a national jurisdiction would be an asset.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - French (Mandatory) , Level - Working Knowledge

Area of Expertise

- Rule of law, judicial and national legal system reform Mandatory
- Public law Mandatory
- Other rule of law or governance related experience Optional

Area of Expertise Requirement

familiarity with Microsoft office

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Need Driving Licence No

Competencies & Values

- Client Orientation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- 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\$ 1,602. 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

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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 CODR000422-3155

Application procedure

If you have not yet registered in the UNV Global Talent Pool, please apply by registering your profile at <https://vmam.unv.org/candidate/signup>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

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If you are already registered in the UNV database, please update your profile at <https://vmam.unv.org/> Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

Application deadline: 2 September 2018

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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