

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BIHR000446--Associate Protection 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	Bosnia and Hercegovina
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	01-06-2019
Duty Station	Sarajevo [BIH]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Sarajevo is the capital of Bosnia and Herzegovina (BiH) and the largest urban centre in BiH. The city is famous for its traditional religious diversity, with adherents of Islam, Catholicism, Orthodoxy, and Judaism coexisting there for centuries.

Sarajevo's climate exhibits influences of oceanic (Cfb), humid continental (Dfa) and humid subtropical (Cfa) zones, with four seasons.

In general, regular medical facilities are available, with two main hospitals (General Hospital and the Clinical Center of the University of Sarajevo) and a significant number of small private clinics.

General sanitary and hygiene conditions are adequate.

Good local banking facilities are available (use of credit cards, ATMs).

Communication services (domestic and international) are available on a regular basis.

Availability of food, furnishings and other necessities is adequate (various grocery stores and markets with fresh food products, shopping centres, etc).

Public transportation is available. International airport is 20 minutes drive from the UNHCR Office in Sarajevo.

Public water supply, electricity and sewerage system are in place.

Accommodation is available in the private houses or apartments. Hotels facilities are adequate.

International schools, located within commuting distance, providing primary and secondary education, and that offers an International Baccalaureate program or equivalent are available in English and French language.

Various leisure, recreational and sports facilities are available.

The UN designated state of alert for BiH is Security Level 2 (Low) for the entire country. The security situation in BiH is generally quiet; all international agencies consider threats to their staff to be low at this time. However, BiH has the same problems as much of Europe, from pickpockets to traffic accidents, so all staff must exercise appropriate personal security awareness and common sense. Bosnia and Herzegovina is still the country with the largest mine contamination problem in the region. Staff are advised not to deviate from well-travelled routes while in the country. See <http://www.bhmac.org>.

Assignment Details

Assignment Title Associate Protection 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 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). UNHCR began working in Bosnia and Herzegovina in 1992. Today, the mission works with five distinct groups across the country (refugees and asylum seekers, persons at risk of statelessness, and internally displaced persons and returnees), each of which has specific protection needs and require targeted assistance to reach a durable solution. A considerable number of these persons continue to live in undignified conditions and require support to achieve a durable solution. UNHCR works closely with the authorities at all levels in order to build their capacity and to strengthen the response mechanism. This is complemented by direct interventions and by joint projects with UNHCR's partners (legal aid, livelihoods, basic household support, etc.) which assist persons of concern to achieve a durable solution

Sustainable Development Goals 10. Reduced Inequalities

Task description

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

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tasks:

- Through relationships with persons of concern, authorities and network of partners stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to senior management.
- Ensure that the perspectives, capacities, needs and resources of the persons of concerns are reflected in the protection strategy, planning processes and operations plan addressing the specific protection needs of women and men, children, youth and older persons, persons with disabilities, minority groups such as sexual minorities and persons living with HIV/AIDS;
- Utilize the Internally Displaced Persons (IDPs) footprint during the planning process;
- Coordinate the promotion of international refugee law principles and standards and also IDP legislation or policies ensuring that all sectors and clusters fulfil their responsibilities mainstreaming protection;
- Coordinate the implementation and monitoring of programmes ensuring that identified protection needs, including an Age, Gender and Diversity (AGD) approach, are adequately addressed;
- Provide policy guidance and operational support to UNHCR and partners on all protection related issues;
- Provide legal 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 to persons of concern (civil documentation, in particular birth certificates);
- Monitor, and assist with the intervention in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners;
- Assist in the coordinated implementation and oversight of Standard Operating Procedures (SOPs) for all protection/solutions activities;
- Ensure that durable solutions through voluntary repatriation, local integration and where appropriate, resettlement are sought and provided to the largest possible number of persons of concern;
- Ensure through direct action and advocacy with more senior protection staff that the necessary resources are allocated to enable protection activities to identify and address protection and assistance gaps;
- Support a consultative process with government counterparts at local levels, partners and persons of concern to develop and implement integrated strategies that address the key protection priorities, including, for example, child protection, education and SGBV, and solutions approaches;
- Promote confidence building and conflict resolution among populations of concern, authorities and host communities;
- Maintain protection presence through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners. In operations applying the humanitarian cluster system, contribute to ensuring that the response of the Protection Cluster is grounded in an AGD-compliant strategy which covers all assessed and prioritized protection needs of the affected populations;
- Contribute to the Protection team's information management component which: provide

disaggregated data on populations of concern and their problems; researches, collects and disseminates relevant protection information and good practices to enhance protection delivery and provide technical advice if necessary;

- Ensure participatory, community-based protection and AGD approaches are included in, strategies and plans in the country operation;
- Support persons of concern to develop structures that enhance their participation and protection.

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

- Protection strategies are developed covering all different persons of concern;
 - Specific protection needs are identified and addressed;
 - International refugee law standards and principles are enacted and respected;
 - Legal advice and guidance on protection issues are provided;
 - Durable solutions are provided to the largest number of refugees and IDPs
 - Countries in the region maintain regular contacts;
 - The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches, which inform protection and assistance programming;
 - National protection capacities are improved through direct engagement, research and advocacy with all relevant external interlocutors;
 - Protection incidents and needs are immediately identified and addressed through direct intervention, advocacy and public exposure;
 - Coordination with partners and other humanitarian actors is effectively maintained;
- 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

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Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

University degree in Law, International Law, International Relations, Social Sciences, Political Sciences or related field.

Required experience 24 months

Experience Remark

- Minimum 2 years of experience with refugees and/or other people of concern in a protection capacity required;
- Field experience;
- Commitment to help persons of concern and willingness to cooperate with counterparts

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Protection of refugees, asylum seekers and IDPs Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Client Orientation
- Commitment and Motivation
- Communication
- Integrity
- Judgement and Decision-making
- 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](#)

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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\$ 1,631. 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 BIHR000446-4115

Application procedure

This assignment is funded by the Government of Korea, only Korean nationals who have not yet served as a UN Volunteer specialist funded by Korea are eligible to apply. Former UN Youth Volunteers and UN University Volunteers are eligible to apply.

* 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 (assignment) 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 (assignment) to which you would like to apply.

Candidates may apply to a maximum of three (3) special calls (assignments) per advertisement. Your order of preference may be specified in the 'Additional Remarks' section of your profile.

Application deadline: 31 March 2019

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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