

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### MMRR000118--UN Youth Volunteer in Protection (Inter-Agency)

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

<b>Country of Assignment</b>	Myanmar
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Youth
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	15-02-2021
<b>Duty Station</b>	Yangoon [MMR]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

UN Youth Volunteer assignments are always without family.

### Living Conditions

Generally, Myanmar is rated at a LOW security level. All movements inside the country are regulated by the government and travel must be approved. Yangon is a UN hardship category B duty station and has limited medical and other facilities. For example, health systems in-country are seriously lacking, with the only health care provider trusted to treat international staff being the SOS Clinic, which is limited in its capacity to respond to emergencies and difficult cases. Cost of living is rising, especially for imported items, and housing/accommodation is expensive but the cost has been declining.

## Assignment Details

<b>Assignment Title</b>	UN Youth Volunteer in Protection (Inter-Agency)
-------------------------	---

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

## 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](http://www.unhcr.org)).

In Myanmar, UNHCR works to support the government in providing protection and humanitarian assistance and seeking solutions to stateless persons, internally displaced persons (IDPs) mainly in camp setting and refugee returnees. According to the IASC cluster system, UNHCR Myanmar leads the Protection Sector/Cluster and Shelter/NFI<sup>[1]</sup>/CCCM<sup>[2]</sup> Cluster across Rakhine, Chen, Kachin and Shan States and coordinates inter-agency response to internal displacement in both of these sectors/clusters. In addition to coordinating the Protection and Shelter/NFI/CCCM Clusters activities, UNHCR also delivers protection and humanitarian services to persons of concern, and works closely with the government institutions, as well as a variety of UN/NGO partners both implementing partners and operation partners.

---

[1] NFI: Non-Food Items

[2] CCCM: Camp Coordination and Camp Management

## Sustainable Development Goals

10. Reduced Inequalities

## Task description

In order to carry out this work, the UN Youth Volunteer will be properly trained both formally, through available workshops, seminars, e-Learning platforms; and informally through on-the-job training, intensive coaching/mentoring, shadowing other colleagues to familiarize his/herself with the relevant global and local policy and procedures related to Field and Protection activities.

The UN Youth Volunteer will be closely supervised by both senior and middle level management within the unit and it is expected that within a few months s/he will have the necessary skills to carry out many of the daily tasks with limited guidance. Over the course of the year, s/he will continue growing professionally, gaining technical skills and integrating into Unit so that at the end of her/his deployment with UNHCR Myanmar, s/he will be an experienced and competent colleague.

Under the direct supervision of the Senior Cluster Coordination Officer (Protection), the UN Youth Volunteer will undertake the following tasks:

Support day-to-day inter-agency protection and/or Shelter/NFI/CCCM tasks in the UNHCR Representation in Yangon.

- Participate in coordination meetings, provide secretariat support to the sectors/clusters UNHCR is leading, prepare minutes and documentation, and learn how to support the office's work with external partners for both CCCM, Shelter/NFI cluster and Protection cluster/sector
- Assist in the preparation of sectoral reports and analysis, including developing systematic internal data collection tool and storage, documenting good practices, and as required both internally and externally.
- Keep abreast of evolving situation surrounding the Rakhine, Chen, Kachin and Shan states about the displacement, sensitize information, flag relevant concerns and engage in adoption of solutions.
- Support clusters/sectors on early warning, emergency preparedness, response, and durable solutions.
- Support the office in planning activities and reporting activities such as the HNO/HRP process.
- Provide support in organization of events/workshops/seminars, including preparation of TORs and development of meeting notes.
- Work with protection and relevant colleagues in Yangon and field offices on issues that are interrelated and cross-cutting, as required.
- Where feasible, undertake accompanied field missions, help identify and learn how to assess the needs of persons of concern in Myanmar operation, and support the implementation of assistance and protection monitoring activities including the activities relating to Shelter/NFI/CCCM.
- Undertake other relevant 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- 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

- Participate and contribute to the protection and assistance delivery of the UNHCR operation in Myanmar for its persons of concern, including IDPs, stateless persons and other conflict affected populations.
- 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** Master degree or equivalent

#### Education - Additional Comments

Law, Political Sciences, Humanitarian Affairs or related fields.

**Required experience** 3 months

#### Experience Remark

- Demonstrated interest and/or experience (ideally one year) in **Protection and/or Shelter/NFI/CCCM function**
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Excellent English drafting skill;
- Good interpersonal and communication skills, both internal and external;
- Knowledge of humanitarian affairs and coordination structure;
- Good knowledge of Microsoft programmes, such as Word, Excel, Power Point, database system;
- Knowledge on Asia region an asset.

#### Language

- English (Mandatory) , Level - Fluent

#### Area of Expertise

- Other development programme/project experience Mandatory

#### Area of Expertise Requirement

#### Age requirement

UN Youth Volunteers should be between 18 and 29 years old throughout the duration of their service.

#### Learning Expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

**Need Driving Licence** Yes

### Competencies & 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
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

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

### Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,321. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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** ([Roles and Responsibilities of Host Entities](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

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;
  
- Investigate misconduct: sharing reports with the UNV;
  
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics)

#### **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.*