



VACANCY ANNOUNCEMENT

Assignment Title	PROTECTION ASSOCIATE (IDP Protection)
Assignment Number	SSDR000830
Type of Assignment	National UN Volunteer (For South Sudanese nationals only)
Number of Posts	2 Positions
Requesting Agency	UNHCR South Sudan
Duty Station	Juba, South Sudan
Application Procedure	Submit Cover Letter and CV <u>Submit Applications to:</u> UNV Field Unit Office UNDP Country Office, Ministries Road Juba, South Sudan Or submit by Email to: unvroster@undp.org Indicate in Subject Line: SSDR000830
Deadline of Applications	April 8, 2017

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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.

- 1. Type of Assignment: National UN Volunteer**
- 2. Type of Assignment Place: Family Duty Station**
- 3. Assignment Title: Protection Associate (2 Posts)
IDP Protection Unit**
- 4. Link with UNV Strategic Framework : Securing access to Basic Social Services**
- 5. Duty Station, Country: Juba, South Sudan**
- 6. Duration (in months): 12 months or Expected contract end date:**
Budget Code: 2017/12125/7000020/PB/311AI/622100/4SSDA/4126
- 7. Expected Starting Date: Immediate**
- 8. Host Agency/Host Institute: UNHCR**
- 9. Organizational Context/Project:** *(under this point two types of issues could be addressed: a) the partners/organizations, besides the host agency, with which the UN Volunteer will be dealing/interacting with during the performance of the tasks under the assignment and the role of these partners in the development process/issue tackled by the project, and/or b) the brief description of the organization (host agency) in which the UN Volunteer will be working (number of units/divisions, etc) and description and role of the unit/department where the UN Volunteer will be placed)*

10. Description of tasks:

The Protection Associate will perform frontline protection and operational support tasks as part of UNHCR's urban Juba IDP protection activities, including in the POC sites in the UN house. The Protection Associate work will enable UNHCR Juba to enhance its understanding and monitoring of the protection gaps and needs of IDPs in Juba, and to respond to and assist individual cases with particular protection concerns. S/he will work with both the Protection (IDP) and Community Services units, as well as UNHCR's partners, in urban Juba, and in UN house, while the incumbent may be requested to participate in missions outside Juba, usually in hard to reach areas. The Protection Associate will receive on-the-job training for frontline protection casework, and will be expected to develop specialized protection skills (such as PSN identification, community based protection through outreach, sexual and gender-based violence response and prevention) as part of ongoing efforts to develop versatile and well-rounded frontline protection staff.

Under the direct supervision of the Protection Officer and Associate Protection Officer, the national UN Volunteer will undertake the following tasks:

- Undertake regular daily activities in urban Juba/ UN house, individually or as a part of the team as per instructions of the supervisor and priority needs;
- Preparation of work plans with projected outputs and anticipated impact;
- Organize, facilitate and conduct focus group discussions with beneficiaries and prepare FGD reports with recommendations for submission to the supervisor;
- Engagement in identification of persons with specific needs (PSNs), assess immediate needs and recommend responses, including through referral to service providers;
- Maintenance of regular record of activities and provide weekly reports of activities including highlights and major observations;
- Close cooperation with Mobile Response team (MRT) and participation in MRT missions, based on the operational needs as well as on commitments of UNHCR towards clusters;
- Maintaining good working relations and liaising with IDP volunteers, partners and government or other officials as applicable;
- Participation in joint activities and in monitoring the implementation of activities of Implementing Partners in the AOR and maintenance of regular contact with partners at the field level and through coordination meetings;
- Compile input for protection reports for the AOR;
- Draft reports on field missions and on the issues as identified to be of importance to UNHCR operations in South Sudan;
- Maintain minutes of important internal/ external meetings and keep record of meeting minutes drafted by others;
- Provide draft overviews and comments as deemed necessary on IP reports as well as on external reports from the perspective of UNHCR South Sudan;
- Reporting immediately on any security problems that may occur affecting security of staff, programme beneficiaries and smooth running of the operation;
- Assists in the evaluation of project implementation and recommends the areas of improvements; and

- Undertake other 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 IVD);
- 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.

11. Results/Expected Output:

- Written Input to Protection Monitoring reports, including analysis and identification of persons with specific needs and vulnerabilities based on UNHCR protection categories and their specific needs and other general protection concerns, with recommendations for proposed action;
- Regular consolidation of records of activities and ensuring that data is collected, maintained and updated regularly;
- Strong leadership for IDP volunteers, including coaching and on job training, as well as through joint activities;
- Field mission reports with recommendations;
- Input to reports on implementation of projects by IPs;
- Contribute to the strengthening of protection monitoring tools and assessment / registration / distribution materials for the above activities, if any.
- Establish and maintain open and transparent relationship with beneficiaries;
- Proactively engage in outreach activities in capacitating the beneficiary communities for community based protection;
- Perform legal counseling through protection desk, ensuring full accountability to beneficiaries including in confidentiality, response and/ or referrals.

12. Qualifications/Requirements:

Essential Qualifications

- Completion of post-secondary diploma in law, the social sciences, or a related field;
- Fluency in English and spoken Arabic

- At least two (2) years of professional work experience, including at least one (1) year in a refugee protection role involving casework or another client or customer-oriented role
- Demonstrated ability to use Microsoft Office applications, and database software
- Proficient typing skills
- Excellent oral and written communication skills
- Excellent interpersonal skills

Desirable Qualifications

- Completion of undergraduate university degree
- Two (2) or more years of work experience in refugee or IDP protection, preferably involving individual casework;
- Two (2) or more years of work experience in a client or customer-oriented role

13. Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working

14. Living Conditions:

- The highly recommended vaccination in South Sudan is Yellow Fever. Please note that without evidence of yellow fever vaccination, access to South Sudan is restricted.
- South Sudan is Security Phase III level. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime issues.

- The widely-used currency for business transaction is the South Sudan Pounds (SSP). The official exchange rate is currently at 100.00 SSP to the USD. Banking facilities are widely available but the use of bank credit and debit cards is limited.
- There are several mobile telephone companies including ZAIN, Vivacell, Gemtel & MTN providing services and sim cards can be easily bought with cash after registration by the Service provider. There are no fixed telephone lines in South Sudan/Juba.
- South Sudan electricity on the national grid is almost non-existent as it's switched on occasionally. The Capital Juba is powered by individual household generators. Running water is dependent on water tankers that deliver water to households at a fee. UN regulations state that houses of staff members must have electricity and reimburses these costs incurred outside the accommodation rental cost.
- UN personnel are provided medical services in the UN Agency clinic. Other medical services can be obtained at the UNMISS Level 2 hospital.

15. Conditions of Service for national UN Volunteers

A 12 month contract; with subsequent contract extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of \$1,167.00 is provided monthly to cover normal cost of living expenses, housing, utilities, and Well Being Differential. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Description of Assignment prepared by the hosting project/UN Agency:
Veton Orana, Snr. Protection Officer, Juba, South Sudan. Date: 3 March 2017**

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:
Mwango Mainda, UNV Programme Officer, Juba, South Sudan. Date: 13 March 2017
Updated by Marinela M. Nuñez, UNV Programme Officer, 20 March 2017**

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.