



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. UNV Assignment Title: DDR Associate Field Liaison Officer

UNV PSRF 'Outcome 4: Volunteer contributions towards crisis prevention and recovery strengthened and recognized and Outcome 5: Volunteer contributions to humanitarian assistance'.

2. Type of Assignment: International UN Volunteer

3. Project Title: Repatriation & Reintegration Programme–Durable Solutions

4. Duration: **to be determined by UNV HQ and Donor Country**

5. Location, Country: Abidjan, Cote d'Ivoire

6. Expected Starting Date: As soon as possible

7. Brief Project Description: Cote d'Ivoire is recovering from nearly 10 years of conflict that came to a peak in late 2010 and early 2011 with the presidential election and a post election crisis that displaced more than 1 million people internally and nearly 300,000 in the region. Since June 2011, the rate of returns has been dramatic and at the end of 2011, as many as 75% of people had returned to the most affected areas, leaving fewer than 100,000 still displaced in host families and in IDP sites and as many as ½ of the refugees have returned.

In addition, many state structures have recommenced their work and much rebuilding is evident in prefectures and other government structures around the country. Peace has

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



largely been attained for now, although the impact of the legislative elections and the planned launch of the SSR and DDR programme in late 2012 are yet to be fully determined. There are significant undertakings necessary in the areas of national reconciliation, the reform of the security sector and disarmament, as well as land reform, for the situation to be truly stable.

With the return of so many people and the gradual reconstruction of state structures, there are protection risks that target both the general population such as armed elements including unsupervised portions of the national army, as well as those that impact more on minority groups or those with fewer social supports in their areas of residence.

In addition to its traditional refugee protection and repatriation programme, UNHCR has a monitoring role related to its work for the repatriation of Ivoirians who sought refuge in neighbouring countries and through its leadership of the Protection Cluster. Monitoring constitutes the backbone of the humanitarian response to the protection needs borne of the crisis and feeds to direct responses, to referrals to specialized agencies and Cluster based advocacy and information sharing. UNHCR's planning is dependent on monitoring activities and on their capacity to track the changes in the situation.

Together with the reintegration programme for repatriated refugees and returned IDPs, the Protection monitoring programme must serve the needs of all members of host communities and must necessarily work in concert with other UN, Humanitarian and Government actors.

8. Host Agency: United Nations High Commission for Refugees-UNHCR

9. Organizational Context: The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations 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

10. Type of Assignment: Non-family duty station

11. Description of tasks:

Under the direct supervision of Protection Officer the UN Volunteer DDR Associate Field Liaison Officer will undertake the following tasks:

- Act as Liaison between UNHCR's repatriation programme in Côte d'Ivoire and the ONUCI / Government DDRRR Programme currently being initiated with Liberia and Ghana and within the country under the SSR process.
- In concert with the Repatriation and Protection sections, ensure that accurate information is shared on return protocols and packets, on possible refugee repatriates identified in areas covered by DDR activities in neighbouring countries,



on the return of families of those in the DDRRR Programme that may be registered refugees and similar.

- In collaboration with Protection Monitoring partners and protection team members, undertake regular field trips to areas with a high concentration of repatriates and returnees to ensure quality monitoring of return conditions with a particular emphasis on the needs of unemployed youth, communities affected by ongoing militia or armed criminal activities and other security concerns.
- Participate in the needs assessments of return communities using the “Age, Gender Diversity Mean streaming”-AGDM methods and make proposals for reintegration programme in cooperation with local authorities and aid agencies. Develop Joint Programme with DDR and Government where possible, in particular in the area of community based vocational training and income generation.
- Work to connect UNHCR social cohesion programming in the Joint UNFPA/ UNDP Youth Programme designed to avoid youth take up on arms and violent political action.
- Reinforce reintegration of the population through close ties with the Social Cohesion Sub Cluster, ONUCI Mass Information and UNHCR Protection and Public Information processes to support and harmonize confidence building measures between groups/persons and initiate discussions between ethnic and political groups, and ensure coordinated approaches and messages with DDR systems.
- Work closely with Protection Monitoring partners to identify areas where insecurity due to militia activity or arms circulation renders return and peaceable coexistence fragile and where DDR activities would be best targeted to complement durable solutions operations and make specific references to DDR structures and ensure follow up.
- Work closely with reintegration officers (Programme Section) on collaboration with DDR and similar programme aimed at refugee and IDP return areas, aiming at Joint Programming on vocational training and economic reinsertion where possible.
- Work closely with Protection Section on the development of *Do No Harm* approaches to youth and DDR related programming, ensuring humanitarian and civilian approach to UNHCR’s contributions.
- The incumbent will receive technical guidance from the Senior Protection Officer, Reintegration Officer, and the Public Information Officer based in Abidjan.
- Perform other related duties as required.



Promotion of the UN Volunteer Programme mandate¹

UN Volunteers are expected to integrate the UN Volunteers Programme mandate within their assignment as well as promote voluntary action through engagement with communities (urban & rural) during the course of their work. As such UN volunteers should dedicate a proportion of their working week to the following in support of and in synergy with their primary role as UN Volunteer.

- Strengthen knowledge and understanding of the influence of voluntary action by the communities affected by issues of interest of UNHCR through the following:
 - research of the subject matter.
 - develop knowledge of non-profit community based organizations and promote major issues of these organizations through publications and dissemination of information, that will influence development and peace-building initiatives.
 - undertake awareness-raising (promotion) activities in communities that will increase knowledge of issues of interest to UNHCR's mandate.
 - encourage communities to volunteer thoughts and actions to the development of their communities on the basis of core issues discussed in or for publications.
- Build relationships with a wide range (private/public) of Community Based Organizations, (CBO's) Civil Society Organizations (CSO's) - to support and/or participate in community driven voluntary activities and assist them to tell their stories to the World Volunteer Web site.
- Encourage, mobilize and support co-workers and fellow UN Volunteers to better understand the connections between UNHCR's mandate and voluntarism.
- Monitor on a continual basis the impact of integrating UNHCR's mandate and activities voluntary action at the community level;
- Contribute to articles/write-ups on the peace-building and development process and experiences from the above outlined activities and submit them to UNV publications/websites, newsletters, press releases, etc.;
- Promote and/or advise CSOs and citizens groups in the use of OV (online volunteering), and encourage relevant - groups to use OV whenever – technically possible.

¹ The United Nations Volunteers (UNV) Programme was created by the General Assembly (GA) in 1970 through GA resolution [26/59](#). Since then, UNV's mandate has been expanded by GA resolution [31/131](#) in 1976, GA resolution [56/38](#) in 2001 and others in the follow-up to the International Year of Volunteers in 2001.



12. Results/Expected Output:

- Assure liaison between UNHCR Repatriation and ONUCI DDRRR cross border processes.
- Inclusion of DDR and youth focused connections in UNHCR's reintegration and repatriation programming and protection strategy.
- Close relationship developed between UNHCR and DDR / Youth peace initiatives via Cluster, post cluster and bilateral approaches.
- Inclusion of humanitarian and human rights approaches to DDR initiatives jointly undertaken or undertaken in areas of refugee and IDP return.
- Inclusion in particular of GBV concerns in vocational and reinsertion processes within the DDRRR systems.

13. Qualifications/Requirements:

Education:

- University degree in Law, Political Science, International Relations or related field.

Experience:

- Minimum 4 years of previous job experience relevant to the function.
- Field experience in Africa will be a plus.
- Valid driving license

Knowledge:

- Knowledge of UNHCR's implementation of a protection mandate plus field experience is desirable.
- Experience using computers, including word processing, spreadsheet and other standard software packages and systems.
- General knowledge of UN system policies, rules, regulations and procedures governing administration.

Language:

- Fluency in French and good oral and written communication skills in English are required.

Competences and Values:

- **Professionalism:** broad and in-depth knowledge, understanding and experience in various aspects of the implementation of marine and coastal environmental programs. I can demonstrate ability to provide in timely manner programmatic support in marine pollution and protection issue apply good judgment and be accurate; ability to take initiative, ownership, and work independently under established procedures; willingness to accept wide responsibilities;



- **Integrity:** demonstrate the values of the UN in daily activities and behaviors while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behavior; does not abuse power or authority;
- **Communication:** good spoken and written communication skills, including ability to draft clear and concise reports; good interpersonal skills.
- **Corporate Responsibility and Teamwork:** Demonstrating commitment to UNV's vision and values, supporting information-sharing environment, developing self-awareness, understanding and valuing diversity, developing team skills and coaching, assessing performance, promoting excellence in performance, facilitating learning from others, preventing and resolving conflicts.
- **People Skills:** Listening, giving, and receiving feedback, demonstrating interpersonal effectiveness, sharing knowledge and experience, handling criticism, showing empathy and becoming assertive.
- **Service Client Orientation:** Considering others in decisions and actions, designing/implementing processes and procedures that effectively meet partners' and/or colleagues' needs, providing effective and appropriate service to serving volunteers/other clients.
- **Accountability:** Taking responsibility and accountability for one's own actions; considering the consequences before acting and making a decision; interpreting and following UNV's policies and procedures accurately.

14. Living Conditions:

Côte d'Ivoire is a post conflict country and a non Family Duty Station. The country has reasonably good infrastructure, such as, running water, electricity, sanitation and housing. In view of the recent conflict following the presidential election results of December 2010, it is imperative that all UN Volunteers familiarize themselves with security guidelines and situation upon arrival in the country. The UNV Field Unit hosted at UNDP-Country Office will assist UN Volunteers to attend an in-depth security briefing.

The UNV Field Unit will book a temporary accommodation for the first two nights at UN Volunteer expenses which can be extended or not at UN Volunteer discretion until getting a permanent accommodation. Alternatively, UN Volunteer could co-rent and share private accommodation which must comply with the UN Minimum Operating Residential Security Standards (MORSS).

UN Volunteers should be aware they are exposed to a number of tropical diseases. Yellow fever vaccination is compulsory to enter in Côte d'Ivoire. Other mandatory vaccinations are Hepatitis A, B, tetanus, which are available at UN Medical Service in



Abidjan for free. Malaria: Prophylaxis is recommended for all part of the country. Prophylaxis is available at UN Medical Service as well as in pharmacies.

All UN staff members, including UN Volunteers, have a 24 hours access to a Medical Service clinic. Moreover, in Abidjan there are hospitals and clinics cleared by UN Medical Service.

Côte d'Ivoire is hot and humid; Abidjan has high temperature (25 – 35 degrees celcius) and high humidity. It is therefore advised to bring light clothing. The country has significant number of Muslims and Christians, with the former concentrated but not exclusively residing in the North of the country and places of worship exist in all duty stations. Expatriates based in the West of the country enjoy a large international community and make use of waterfalls and other local attractions on weekends.

Telephone networks are being rebuilt even in the interior of the country and internet services are available privately, although the office VSAT system is more reliable than most key based options. Various mobile phone companies work in Cote d'Ivoire. SIM cards are available at the airport or in shopping centers.

Abidjan is the commercial capital of Cote d'Ivoire, and a large cosmopolitan city. There is an active social atmosphere including a variety of restaurants and shopping. There is a large selection of adequate housing options in various parts of the city ranging from apartments to single family houses. Abidjan is currently under UN Security Level 3, with some areas in the West and North under Security Level 2 or 4, and is considered a non-family duty station (under review). The staff would be expected to travel to the field offices to provide technical assistance and monitor projects. R&R cycle is 8 weeks and the destination is Dakar (Senegal). R&R is granted for 5 consecutive calendar days, plus one day travel time in each direction to/from the designated R&R destination (i.e. a total of two travel days).

14. Conditions of Service (to be confirmed by UNV HQ and Donor Country).

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