



## UNV 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: UNV Associate Protection/Field Officer**

**2. Type of Assignment: International UN Volunteer**

**3. Project Title: UNHCR Office of Chief of Mission**

**4. Duration: 12 months**

**5. Location, Country: Pristina, Kosovo**

**6. Expected Starting Date: March 2013**

**7. Brief Project Description:** UNHCR established its presence in Kosovo in 1992 in response to the conflicts in Bosnia & Herzegovina and Croatia, assisting refugees who fled to the province seeking protection and humanitarian aid. In the wake of the 1998-99 conflict, UNHCR's mandate was broadened to assist internally displaced persons (IDPs) and returnees. UNHCR currently operates in all five regions of Kosovo.

In addition to its traditional mandate deriving from the 1951 Convention related to the status of refugees, UNHCR Kosovo, on the basis of the United Nations Security Council Resolution 1244 (1999), performs a specific mandate to assure the "safe and unimpeded return of all refugees and displaced persons to their homes in Kosovo". More than a decade after the conflict, it is estimated some 200,000 persons from Kosovo remain displaced in the region and another 18,000 are displaced within Kosovo. Since 2000, more than 22,000 persons have returned voluntarily to their homes in Kosovo. UNHCR supports the authorities in coordinating all returns related functions, while ensuring international protection standards are met through human rights monitoring, participatory assessment exercises and outreach activities.

Initiatives in relation to inter-ethnic dialogue and reconciliation have been an essential component of the UNHCR operation to facilitate voluntary return of minorities in safety and with dignity. Longer term engagement in this area is desired in cooperation with other agencies, civil society, as well as the Kosovo authorities, so as to support the restoration of national protection for all communities and build confidence among community members to make returns and reintegration sustainable.

**8. Host Agency/Host Institute: UNHCR**

**9. Organizational Context: see item 7**

**10. Type of Assignment Place: Family Duty Station**

### United Nations Volunteers

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



## 11. Description of tasks:

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

- Contribute to the development and implementation of the regional durable solutions strategy for the displaced persons from Kosovo
- Establish and maintain contacts with respective communities and the civil society involved in inter-ethnic dialogue, reconciliation and confidence building activities. This includes making frequent visits to communities, meeting with community leaders and actors in civil society
- Provide institutional support to municipal authorities, including Municipal Offices for Communities and Return, in relation to inter-ethnic dialogue activities
- Plan and conduct activities for inter-ethnic dialogue and confidence building for communities in potential and actual return sites as well as key locations with complex community issues
- Participate in return task forces, working groups and other similar return related *fora*, to identify and advocate for priorities and solutions related to returns
- Develop and maintain working relationships with the authorities at central and local level, international organizations and international/local NGOs involved in the return and/or inter-ethnic dialogue among different communities
- Monitor and support the activities of UNHCR's NGO partners
- Conduct analysis, produce reports and provide recommendations for the implementation of measures and activities to address identified protection concerns in relation to inter-ethnic and minority community issues
- Assure Gender, Age and Diversity Mainstreaming in the overall activities
- Produce narrative reports and contribute to the overall protection work
- Undertake other office duties as required

Furthermore, UN Volunteers are encouraged 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.

## 12. Results/Expected Output:

- Action plans that are both pragmatic and sensitive to the operational context are developed in regard to inter-ethnic dialogue, reconciliation and confidence building
- Inter-ethnic dialogues are facilitated between (both potential and actual) returnees and receiving communities and between majority and minority communities
- Confidence building measures are undertaken, with an aim to create conditions conducive to return of displaced persons regardless of their ethnic origin and to foster peaceful co-existence of different communities to facilitate sustainable reintegration of returnees
- The capacity of local actors, including civil society, authorities and UNHCR's persons of concern, is strengthened
- 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

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### 13. Qualifications/Requirements:

- University degree in international law with an emphasis on international human rights/refugee law preferred or a degree in political/social science or international relations;
- Strong background in international humanitarian, human rights and refugee law standards, familiarity with the UN system;
- Working experience related to human rights and protection;
- Field experience related to inter-ethnic dialogue, reconciliation, and community works;
- Knowledge of research and statistical methods (quantitative and qualitative);
- A demonstrated ability to write high quality research reports of a publishable quality;
- Two years experience to the function. Experience from the region will be regarded as an asset;
- Must have excellent interpersonal skills and experience working in multi-cultural environments;
- Previous experience as a volunteer at local, national or international level is a distinct advantage;

### 14. Living Conditions:

- Kosovo is located in the Balkans mountain range of South Eastern Europe. The climate is continental, with warm summers and cold, snowy winters.
- Houses/Apartments are easily available and generally have electricity and running water, although this may not be 24hrs. Costs are reasonable, but vary according to location, i.e. city centre or outlying villages. Upon arrival, you will reside in a hotel or apartment until you get permanent housing. The UNV Unit can assist in identify suitable housing.
- There is no specific health problems associated with Kosovo, and no vaccines are required prior to arrival.
- Foods and dietary needs of all kinds are available in the many supermarkets. There are market places that cater in fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meat are also easily available.

### 15. Conditions of Service

A twelve monthly contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities is US\$ 2,254 for single UNV; settling-in-grant life, health, and permanent disability insurance; return airfares; resettlement allowance for satisfactory service.

**Description of Assignment prepared by: Ms. Blerta Nahi-Demjaha, Assistant Administrative Officer, UNHCR, Cleared by Mr. Jo Hegenauer, Jr – UNHCR Kosovo Chief of Mission.**

**Date: 16 January 2013**

**Description of Assignment approved by UNV Field Unit, Kosovo**

**Date: 21 January 2013**