



UNV VOLUNTEER TERMS OF REFERENCE

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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title:** **Staff Counselor**
- 2. Type of Assignment:** **International UNV volunteer**
- 3. Project Title:** **UNV Assistance to UNOCI**
- 4. Duration:** **6 months (renewable)**
- 5. Location, Country:** Ivory Coast (the UNV Volunteer may be required to work anywhere in mission area, including in remote locations. The exact duty station will be determined upon arrival and can change in course of assignment).
- 6. Expected Starting Date:** **As soon as possible**
- 7. Brief Project Description:**

The Staff Counseling Unit is responsible for providing local and international Staff Members with individual or group counseling whenever needed. The Staff Counseling Unit has also to “keep an eye” on staff morale. In addition, The Staff Counseling Office must plan an active role in promoting staff welfare by proposing or creating programmes to counteract the negative effects of stress, loneliness and isolation.
- 8. Host Agency/Host Institute:** UNOCI
- 9. Organizational Context:** UNOCI was established in 2004 under auspices of the UN Department of Peacekeeping Operations (DPKO)
- 10. Type of Assignment Place:** Non-family duty station
- 11. Description of Duties:**
 - 1. COUNSELING SERVICES**
 - Provide individual consultations for a staff consisting of civilian, military, and police personnel.
 - Provide individual assessment and group counseling regarding personal and work-related issues.
 - Advise Sections Chief, as necessary or upon request, with the aim at improving the working atmosphere and resolving problems in their section.
 - Conduct critical incident defusing or debriefing and providing support to Staff Members experiencing or having experienced a traumatic event.
 - Perform other duties assigned by the supervisor.
 - 2. SENSITIZATION AND PROMOTION OF THE STAFF WELFARE**
 - Active member of the Staff Welfare Committee.
 - Promote a proactive communication strategy on Stress Management (newsletter and training)
 - Produce electronic broadcasts to promote the work of the section.
 - Work closely with all sections, especially Medical, Conduct and Discipline, and Security Sections in order to improve coordination between sections.



3. TRAINING

- Conducted Stress Management Training on a monthly basis (French and English language).
- Presented the Staff Counseling Unit during Induction Training Sessions for new staff.

Furthermore, UNV 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 UNV 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:

- A final statement of achievements towards volunteerism for development during your assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- A minimum of three years practical experience in counseling, cross-cultural psychology and stress management.
- A Master degree in clinical psychology. A Bachelor degree with significant work experience will be considered.
- Basic computing skills, knowledge in work processing and spreadsheets and administrative ability.
- A valid national driver's license. Ability to drive 4 wheel drive vehicle and driving in rough off road conditions would be beneficial.
- **Good command of written and spoken French and English.**

14. Living Conditions:

Cote d'Ivoire is a post conflict country and non-family duty station. In the context of life in a Peace Keeping Mission, in general, Cote d'Ivoire has a reasonably good infrastructure, such as running water, electricity, sanitation and housing.

The UNV Support Unit (SU) will book temporary accommodation for the first two nights at UNV volunteer expenses which can be extended or not at UNV volunteer discretion and costs until getting a permanent accommodation.

UNV volunteers should be aware they are exposed to a number of tropical diseases. ONUCI staff has a 24 hours access to a Medical Service clinic. Moreover, in Abidjan there are hospitals and clinics cleared by ONUCI Medical Service. Yellow fever vaccination is compulsory to enter in Cote d'Ivoire. Other mandatory vaccinations are Hepatitis A, B, tetanus, which are available at ONUCI Medical Service in Abidjan for free.

Malaria: Prophylaxis is recommended for all parts of the country. Prophylaxis is available at ONUCI Medical Service as well as in pharmacies.

Cote d'Ivoire is hot and humid with long rainy seasons. It is therefore advised to bring light clothing. Various mobile phone companies work in Cote d'Ivoire. Sim cards are available at the airport or in shopping centers.



15. Conditions of Service:

Monthly Volunteer Allowance (VLA) intended to cover housing, basic needs and utilities: single rate US\$ 2302; with one dependant US\$ 2552; and with two dependants US\$ 2752. Settling in grant; 100% coverage health insurance; life and permanent disability insurance; resettlement allowance of US\$ 150 per month of satisfactory service.

16. Application

If **you are not yet registered** in the UNV database, please apply by completing the UNV web application at the following link: <http://one.unv.org/main/?Lang=en> . **Important:** Please select the following code from the drop down menu of the first page of the application: **"10IVC_COUNSEL"**

If **you are registered** in the UNV database, please send your UNV ID number by email, and with **"10IVC_COUNSEL"** in the subject field of your message, to: volvacancy@unvolunteers.org

The United Nations Volunteers programme is committed to ensuring gender equity among UNV volunteers and welcomes applications from women.

Closing Date: 14 February 2010