



UNV VOLUNTEER TERMS OF REFERENCE

Preamble:

The United Nations Volunteers is the UN organization that supports sustainable human development globally through the promotion of volunteerism, including the mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer action in all its diversity.

This post is a UNV volunteer assignment based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer as well as the society at large. It enhances social cohesion and enriches communities.

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 your understanding of local and social realities, as well as create a bridge between yourself and the people in your host community. This will make the time you spend as UNV volunteer even more rewarding and productive.

- 1. UNV Assignment Title:** Psychologist
- 2. Type of assignment:** International UNV volunteer
- 3. Project Title:** UNV Assistance to UNAMA, ID no. 00031863
- 4. Duration:** Initial contract up to 30 June or 31 December (whichever comes first following arrival in Mission area), with subsequent 6-month contract extensions
- 5. Location, Country:** Afghanistan (volunteer may be required to work anywhere in the 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:** Immediate (August 2010)
- 7. Brief Project Description:** To provide counseling services and the implementation of social and recreational activities within UNAMA
- 8. Host Agency/Host Institute:** United Nations Assistance Mission in Afghanistan (UNAMA)
- 9. Organizational Context:** UNAMA was established in 2002 as a Political/ Peacebuilding Mission, exceptionally directed and supported by the UN Department of Peacekeeping Operations (DPKO)
- 10. Type of Assignment Place:** Non-family duty station
- 11. Description of Duties:**

The UNV Psychologist Staff will act also as Welfare officer. He / she will be responsible for the provision of counseling services and the implementation of social and recreational activities within the mission. Under the direct supervision of the Chief Staff Counselor, the incumbent's responsibilities are, but not limited to:

- Acting as a clinical counseling resource to any staff member within mission area requiring non-judgmental support and assistance in resolving any personal and / or work related problem(s)
- Performing individual assessments in the case of individual staff members experiencing difficulty coping and/or presenting mental-health related symptoms or syndromes.
- Collaborating with the Medical Services, Security and Personnel Section in providing supportive intervention.
- Advising on organizational psychosocial issues
- Performing critical incident stress defusing and/or debriefings (individual and group) whenever and wherever there is a need for it.
- Performing counseling follow-up.



- Making proposals and assisting in implementing welfare related policies that address a wide range of wellbeing and work-related issues of staff members.
- Establishing a resource center for welfare items and circulars on wellbeing
- Producing weekly and monthly calendar of social events in consultation with other UN agencies in mission
- Identifying available facilities within the mission area to encourage staff members in healthy use of discretionary time
- Facilitating staff participation in social and sport events, organizing welfare trips outside the mission area and inter-agency welfare activities
- As part of the induction process, providing newly arrived staff introduction to the local culture, and specifically providing information on welfare/recreational activities available in the mission area.
- Encouraging welfare activities in the regional and provincial offices
- Providing support to the established Welfare Committee in Kabul
- Conducting training workshops (i.e Stress Management, conflict resolution, etc)
- Writing reports and update statistics
- Performing other related duties as assigned

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 International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country; network and build relationships with local organizations, groups or individuals and support and/or participate in local volunteering initiatives; 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.; initiate and/or participate in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- 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;
- Encourage, mobilize and support co-workers, fellow UNV volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discuss with supervisors how volunteerism for peace and development can be mainstreamed in the assignment and integrate activities promoting volunteerism for peace and development into work plans;
- Assist with the UNV "buddy program" for newly arrived UNV volunteers.
- Lastly, when working with (or supervising) national staff, the incumbent is strongly encouraged to set aside dedicated time for training and capacity building.

This assignment is not humanitarian in nature, i.e. there is no interaction per se with the beneficiaries of the UN Missions' work (such as Internally Displaced Persons, women and children affected by conflict, etc.). This assignment is a strict support service to the UN Mission and staff.

12. Results/Expected Output:

- Timely, responsive and high-quality support to UNAMA's Staff Counseling & Welfare Unit.
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- Advanced university degree in psychology (clinical, community or organizational) psychiatry or psycho-educational studies, with 3-5 years of progressively responsible related experience, or relevant combination of experience in a closely related field. Additional training or certification also required in a broad range of social related fields such as human resources, human relations, post-traumatic stress management, crisis intervention, cross-cultural communications, conflict resolution etc.
- Strong negotiating skills and ability to handle multiple concurrent projects/activities
- Great autonomy, dynamism and creativity
- Good judgment and analysis skills
- Computer literate: good knowledge of Microsoft office package (Word, Excel, Power point, etc.)
- Fluency / good command of written and spoken English; knowledge of Dari, Pashto and/ or Farsi would be beneficial, but is not essential;
- Sound security awareness.

Competencies:

- Integrity and professionalism: technical qualifications and knowledge of finance-related matters; ability to work independently under established procedures in an accurate and integer manner;



- Planning and organizing: ability to establish priorities and to plan and coordinate 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 relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills; client oriented and responsive.

14. Living Conditions:

UNAMA has two different locations in Kabul: most of the substantive offices, including the SRSG's, are located at the so-called Compound B, which is adjacent to UNDP close to the city centre, while most of the administrative and technical support offices are located at the UNOCA compound on Jalalabad Road, at some distance from central Kabul.

Generally speaking, stringent security measures are in place throughout the country and UNV volunteers, as other UN staff, are quite limited in all Afghan duty stations when it comes to movement (walking virtually not allowed) The movement is done inside the "green box" only mostly in armored vehicles with local drivers. Many places are off-limits (including restaurants). There is also a curfew throughout the country, generally from 11 pm to 5.30 am, but this can vary between duty stations.

There are a number of security measures to be complied with (the so-called Minimum Operational Residential Security Standards or MORSS) before moving into any accommodation. The UNAMA Security Section provides these guidelines during the initial security briefing upon arrival in the Mission area. Upon arrival, volunteers are accommodated at the UNV Guesthouse within the UNOCA compound for a fixed charge of US\$ 10 per night for a room, exclusive food. The facilities (kitchens and bathrooms) are shared. Inside the UNOCA compound are two cafeterias and a restaurant, and a small shop which has a small variety of imported canned and frozen food on offer. There is also a social centre, a gym hall and a small library with books and DV Ds, run by the Welfare Office, within the same compound.

It is possible for UNV volunteers to live outside of UNAMA - provided accommodation but for security reasons, UN staff * are recommended to stay in UN - cleared guesthouses (monthly cost ranging between US\$ 1,000 - 1,200 for the most modest rooms with board).

In the provinces, the situation is quite different, as the UN staff * there are confined to guesthouses. In most of the regions, both electricity and water are readily available, although water can sometimes run low as a result of severe droughts in the last couple of years. Most guesthouses have secured water (e.g. through a water well in the compound) and generators in the event of a power failure.

Some degree of medical service is provided in all UNAMA duty stations. There is a UN Clinic in UNAMA / UNOCA complex and access is granted in Kabul to other private international clinics.

Most produce/staples are common in the markets, e.g. rice, meat, vegetables, cooking oil, salt, etc. Kabul and Mazar-i-Shariff have a number of UN - cleared supermarkets.

Summer in Afghanistan is hot and dry, but winter is the opposite – cold and wet. Therefore, both summer and winter clothing and comfortable boots with insulation are necessary. Most common consumer articles are available in Kabul (and in the regions).

Contact with and outreach to the local community is unusually limited. As mentioned, many places are off-limits and the choice of recreational facilities are very poor. For all these reasons, bringing a stock of books, DVDs/VCDs, computer games, etc. is highly recommended.

Living allowances are paid in US\$ at the end of each month, but bank transfers by UNAMA to accounts abroad are possible. There are several Western Union money transfer offices in Kabul and Standard Chartered Bank offices are operating downtown as well as in the UNAMA compound.

Afghanistan is a unique country and UNAMA is a unique UN Mission. It requires more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort are absolutely essential.

UN staff * = International staff and UNV volunteers

15. Conditions of Service:

Contracts are issued for 6 months at a time (renewable pending operational necessity and satisfactory performance). Settling-In-Grant is provided. Monthly Volunteer Living Allowance (VLA) is intended to cover housing, utilities, and normal cost-of-living expenses.



VLA rates are US\$ 2,298 (single), US\$ 2,548 (1 dependant) and US\$ 2,748 (2 or more dependants). Life, health and permanent disability insurance is included, as well as periodic home leave, final repatriation, and resettlement allowance (US\$ 150 per month of satisfactory service).

16. Application

If you are not yet registered in the UNV database, please apply by registering your profile at <http://one.unv.org>.

Important: Please select the following code from the drop down menu on the first page of the registration form: “10AFG_PSYCH”.

If you are registered in the UNV database, please update your profile through <http://myprofile.unv.org> and then send your UNV ID number by email, and with “10AFG_PSYCH” 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: 10 September 2010