

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## COLR001306--Associate in Human Rights

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.

## General Information

<b>Country of Assignment</b>	Colombia
<b>Host Institute</b>	UN Office of the High Commissioner for Human Rights
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Quibdó [COL]
<b>Assignment Place</b>	Non-Family Duty station

### Assignment Place Remark

Extension of the assignment dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

### Living Conditions

Colombia is a large country (1,141,748 km<sup>2</sup>); its population rises to 47,000,000 citizens. Quibdó is the capital city of Chocó Department, in Western Colombia, and is located on the Atrato River. The municipality of Quibdó has an area of 3,337.5 km<sup>2</sup> and a population of 129,237, predominately Afro Colombian and Indigenous communities. The city is located in one of the most biodiverse regions of Colombia, close to large ecological reserves such as the Emberá National Natural Park. It is also one of the regions with the largest number of indigenous reserves. Quibdó has an extremely wet and cloudy tropical rainforest climate without noticeable seasons. It has the highest amount of rainfall in South America and of any city of its size or greater. Quibdó is served by El Caraño Airport with flights by three commercial airlines.

On the other hand, Quibdó faces issues of poverty, unemployment, security and low health system coverage. In accordance with the most recent SRA informed by UNDSS, Quibdó is classified on a "medium-high" risk level of living and working standards. In general, this city has standard conditions of living, however, in the last few years security incidents have been increased in urban and rural areas (before the starting date of the

# Assignment Details

**Assignment Title** Associate in Human Rights

## Organizational Context & Project Description

OHCHR-Colombia was established, upon request of the Commission on Human Rights and the initiative of the Government of Colombia, on 29 November 1996 by an Agreement between the Government of Colombia and the High Commissioner for Human Rights, (E/CN.4/1997/11). OHCHR has been present in Colombia since 1997. OHCHR-Colombia operates from the capital city, Bogotá, and ten offices across the country. It implements a comprehensive strategy that includes: 1) monitoring of the human rights situation with a view to advising the authorities on the formulation and implementation of policies, programmes and measures to promote and protect human rights, also in the context of violence, including through the presentation of annual reports on the human rights situation in Colombia to the Human Rights Council; 2) cooperation and technical assistance and advice to the Government to promote respect and observance of human rights and international humanitarian law in Colombia; 3) provision of technical assistance and advice to civil society and non-governmental human rights organizations and individuals, and 4) promotion of human rights to the general public and dissemination of information on international human rights and humanitarian law standards.

The historical Peace Agreement signed in November 2016, by the Government of Colombia and the Revolutionary Armed Forces of Colombia (FARC-EP) has provided OHCHR with additional responsibilities on a wide range of human rights related components. This includes to monitor and report on public policies for the dismantling of criminal organizations and protecting human rights defenders, security for FARC members as they transition from ex combatants to fully fledged political party members, case review of detained FARC members, and accompanying victims in their search for truth, justice, reparation and guarantees of non-recurrence.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

## Task description

Within the delegated authority and under the supervision of Coordinator of the field presence, the UN Volunteer contribute to the following tasks:

- Facilitate the implementation of human rights mandate in the designated area of responsibility (AOR);
- Assist in monitoring the human rights situation from a given thematic priority and geographical responsibility;
- In close coordination with the field office coordinator, prepare and undertake fact-finding field missions including the timely drafting of reports and follow-up;
- Support follow up on individual cases and issues with authorities with the aim of stopping or preventing human rights violations or seeking remedial action by the authorities to prevent similar violations occurring in the future;
- Support in the establishment and maintenance contacts with government representatives, non-governmental organizations (NGOs), civil society organizations, UN agencies and other partners operating in the AOR;
- Assist in conducting human rights capacity-building activities and in developing and implementing human rights training programmes;
- Contribute to and/or draft various reports, communications, briefing notes, statements or other products;
- Ensure the timely entry of accurate and verified human rights cases into an established database; conduct quality control and deliver statistics and trend reports as required;
- Ensure the integration of gender perspectives, with specific attention to issues related to women and girls, including conflict related sexual violence, within all assigned human
- Help with occasional basic administrative tasks when needed
- Perform other related 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 International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

### Results/Expected Outputs

As an active OHCHR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to OHCHR and its beneficiaries in the accomplishment of her/his functions, including:

- Contribution is made towards improving the human rights situation;
  - An overview of the human rights situation within the area of responsibility (AOR) is maintained;
  - Accurate analytical reports on the human rights situation are produced and submitted on time and the database is updated;
  - Good relationships are developed and effective advocacy conducted with the local authorities;
  - Contact with a variety of stakeholders is established, maintained and expanded;
  - Human rights awareness and training programmes relevant to the human rights issues in the AOR are conducted;
  - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
  - A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

**Required Degree Level** Master degree or equivalent

### Education - Additional Comments

- Bachelor's degree or equivalent combined with two years of relevant qualifying experience might be accepted in lieu of an advanced university degree.
- Type of degree: Law, Political Science, International Relations or any other discipline relevant to human rights.

**Required experience** 36 months

### Experience Remark

- At least 3 years of progressively professional experience in a field related to human rights.
- Experience in human rights monitoring and reporting is required.
- Excellent knowledge of international human rights instruments and tools for the promotion and protection of human rights is required.
- Experience working in Colombia is an asset.
- Experience working in a developing, conflict or post-conflict setting is an advantage.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

### Language

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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Spanish (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

**Area of Expertise**

- Human rights Mandatory
- Monitoring and evaluation Optional

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates

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should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

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

### **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

**Application Code** COLR001306-10154

#### **Application procedure**

You can only apply if you have created your profile at <https://vmam.unv.org/candidate/signup>

Watch this video for the specific steps you must follow: [https://www.youtube.com/watch?v=VT5uJ\\_FoIWU](https://www.youtube.com/watch?v=VT5uJ_FoIWU)

If you are already registered in UNV's Talent Pool, make sure your profile is up to date before applying.

#### **Application deadline: 01-Aug-2021 at 23:59hrs, Germany time zone**

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Q09MUjAwMTMwNg==>

#### **Disclaimer**

*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.*