

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

VENR000296--Human Rights Officer

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>	Venezuela
<b>Host Institute</b>	UN Office of the High Commissioner for Human Rights
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	2
<b>Duration</b>	6 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Caracas [VEN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	Family Duty Station
<b>Living Conditions</b>	El Boletín informativo será compartido al momento del reclutamiento.

## Assignment Details

<b>Assignment Title</b>	Human Rights Officer
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

## Organizational Context & Project Description

In accordance with the terms established in the agreement signed by the Government of Venezuela and the High Commissioner for Human Rights, the main functions of the Office of the High Commissioner for Human Rights in Venezuela are the following:

- To provide technical assistance to state institutions to assist in the implementation of policies, programs and measures to promote and protect human rights;
- To mainstream human rights amongst the UN Country Team;
- To accompany and support civil society organizations;
- To monitor, document and analyze the human rights situation in the country, including through field visits and visits of detention centers; share and exchange with relevant authorities related human rights concerns;
- To promote the observance of human rights and the implementation of recommendations made by international human rights bodies and mechanisms;
- To report on the activities of the Office and the general human rights situation in the country according to the mandates given by the Human Rights Council and the mandate of the High Commissioner for Human Rights.
- The UNV professional will contribute to the strengthening of the strategic thematic priorities for the current planning cycle, including the implementation of a gender perspective.
- The UNV Volunteer will interact with other UN agencies, funds and programs, as well as with public institutions, authorities and civil society, particularly those dedicated to the promotion and protection of human rights.

## Sustainable Development Goals

10. Reduced Inequalities

## Task description

Within the delegated authority and under the supervision of the unit coordinator or his/her designated mandated representative(s), the UN Volunteer will undertake the following tasks:

- Gather information and report on the human rights situation in the thematic area, including through contacts with other United Nations actors, state authorities and civil society,
- Prepare and undertake field missions including the timely drafting of reports and follow up.
- Conduct analysis of compliance of national legal framework and/or public policies with international human rights standards.
- Promote dialogue between local human rights and civil society networks, local authorities and the OHCHR Office in Venezuela on measures to promote the observance of human rights in their locality.
- Use the OHCHR database to enter cases and document allegations and violation of human rights violations.
- Provide technical assistance and follow up to activities with counterparts and partners at different levels within the framework of the Office's Mandate.
- Assist in other duties relevant to the post, as requested by the Coordinator of the Unit.

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

- Strengthening of capacity of key partners to contribute to human rights promotion and protection.
- Technical assistance activities such as workshops carried out.
- Monitoring and analytical reports and documents elaborated on the situation of human rights.
- Information gathered, analyzed and reported according to the need of the Office.
- Human Rights violations cases registered in the Database.
- Gender perspective incorporated in all activities.
- Networks and partnerships with key actors strengthened.
- Activities carry out to promote the implementation of recommendations made by international human rights mechanisms.
- Participate in International Volunteer Day (5th December) and other UNV Programming activities. Volunteerism for human rights

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included in host agency projects, programs, campaigns, or communication materials.

- A final statement of achievements towards volunteerism for human rights during the assignment, such as reporting on activities participated in and capacities developed.
  - Human rights, gender and diversity perspective is systematically applied, integrated and documented in all activities throughout the assignment.
  - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.
- El desarrollo de las capacidades a través del entrenamiento, la tutoría y la capacitación formal en el puesto de trabajo, cuando se trabaje con (incluyendo la supervisión) el personal nacional o contra-partes (no-) gubernamentales, entre ellos Socios de Implementación (Implementing Partners IPs); • La perspectiva de edad, genero y diversidad se aplica de forma sistemática, integrada y documentada en todas las actividades a lo largo de la asignación • Un balance final sobre los logros alcanzado a través del voluntariado para el desarrollo durante la asignación, como la presentación de informes sobre el número de voluntarios movilizados, las actividades en las que han participado y las capacidades desarrolladas.

## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

- University degree in law, political science, international relations or social science with academic studies in human rights, at least three years of experience directly related to human rights.
- An advanced university degree (Master's) is desirable.

**Required experience** 36 months

### Experience Remark

A minimum of 3 years of experience in the field of human rights at the national or international level. Experience working with/supporting civil society organizations, conducting human rights analysis, documenting individual cases of human rights violations and technical assistance and promotion of human rights desirable.

Experience in the field of Economic Social and Cultural Rights, development and/or humanitarian issues are an asset.

### Language

- Spanish (Mandatory) , Level - Fluent
- And One of these - English (Mandatory) , Level - Fluent

### Area of Expertise

- International law Mandatory
- Human rights Mandatory

### Area of Expertise Requirement

- Knowledge of the UN International human rights standards and mechanisms.
- Experience working in the Latin American Region and/or knowledge of the human rights situation in Venezuela is considered an advantage.
- Experience on monitoring and reporting on human rights desirable.
- Experience in the application of international human rights law, standards and protections mechanisms is highly desirable.
- Commitment to volunteerism, previous experience as a volunteer or with human rights volunteer organizations is an advantage.
- Excellent oral and written skills in English and Spanish; excellent drafting, formulation, reporting skills;

- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- 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 and to deliver under pressure;
- 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 tight deadlines.

**Need Driving Licence**

No

#### **Competencies & Values**

- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

**Condition of Service**

[Pulse aquí para ver las Condiciones de Servicio](#)

#### **Condiciones de Servicio para Especialista Internacional:**

Nota sobre el nuevo coronavirus—COVID-19

La rapidez con la que evoluciona la situación creada por el nuevo coronavirus COVID-19 ha obligado a establecer importantes y crecientes restricciones a la libertad de movimientos de las personas en todo el planeta, dentro de cada país y a nivel internacional. Estas restricciones dificultan en gran extremo el que los voluntarios de las Naciones Unidas puedan llegar a los lugares de destino asignados para comenzar a prestar servicio, y VNU no puede garantizar que sus misiones podrán desarrollarse con normalidad.

Los candidatos a colaborar con VNU en asignaciones internacionales durante este periodo podrán, de manera excepcional, recibir instrucciones para trabajar desde los lugares donde se produjo su contratación hasta que se levanten las restricciones. Esta decisión queda a discreción de la entidad local. Se recomienda a los candidatos que avancen a la fase de entrevista que hablen con la entidad local para analizar las probabilidades de poder viajar y de adoptar fórmulas alternativas para desempeñar su misión. En caso de ser seleccionados, los candidatos deberán examinar cuidadosamente todas estas circunstancias antes de aceptar la oferta de VNU.

Cuando la entidad local asociada de las Naciones Unidas solicite al voluntario que preste su servicio a distancia, el multiplicador del ajuste por lugar de destino (PMA) y demás derechos vinculados podrán ajustarse al lugar de destino temporal desde el que vaya a trabajar el voluntario a petición de la entidad.

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La duración del contrato es para el periodo indicado anteriormente, con posibilidad de extensión, sujeto a la disponibilidad de fondos, necesidades operativas y desempeño satisfactorio. Sin embargo, no hay expectativas de renovación de la asignación.

Las/los Voluntarias/os ONU reciben una Prestación de Subsistencia (VLA) compuesta por la Prestación de Subsistencia Mensual (MLA) y la Asignación Familiar (FA) para Voluntarias/os ONU con personas dependientes (máximo tres).

La VLA es pagada cada mes al final del mes para cubrir gastos de alojamiento, servicios, transporte, comunicaciones y otras necesidades básicas. La VLA puede ser computada aplicando el multiplicador de ajuste (PAM) a la tarifa VLA base de USD \$1.682. La tarifa base VLA es una tarifa global, mientras que la PAM es específica para cada lugar de destino/país y fluctúa de manera mensual de acuerdo a los costos de vida. Este método asegura que las/los Voluntarias/os ONU Internacionales tienen un poder de compra comparable en todos los lugares de destino independientemente de la variación del costo de vida. El PAM es establecido por la Comisión de Administración Pública Internacional (ICSC) y es publicado al principio de cada mes en la página de la ICSC en <http://icsc.un.org>.

Por ejemplo, introduzca el enlace <https://vmam.unv.org/calculator/entitlements>

En lugares de destino no aptos para familias que pertenecen a las categorías de dificultad D o E, de acuerdo a la clasificación del ICSC, la/el Voluntaria/o Internacional ONU recibe un Diferencial de Bienestar (WBD) de manera mensual.

Adicional, a las/los Voluntarias/os ONU se les proporciona un Subsidio de Instalación (SIG) al principio de la asignación (si el voluntario no ha residido en el lugar de destino por al menos 6 meses antes de empezar la asignación) y en el caso de reasignación permanente a otro lugar de destino.

VNU proporciona seguro de vida, salud y discapacidad permanente, así como subsidio de viaje, licencias anuales y la completa integración al marco de seguridad de la ONU (incluidos reembolsos de seguridad residencial).

Las/los Voluntarias/os ONU reciben Dietas (DSA) de acuerdo a la tarifa aplicable a viajes oficiales de la ONU para visitas periódicas al país de origen y para el viaje de repatriación final (si aplica). Una prestación de reasentamiento, por satisfactorio servicio al final de la asignación.

VNU entregará junto con la oferta de la asignación, una copia de las Condiciones de Servicio, incluido el Código de Conducta para la/el candidata/o exitosa/o.

### **Supervisión, inducción y deber de cuidado/debida diligencia de los Voluntarios ONU (Roles and Responsibilities of Host Entity)**

A los voluntarios ONU se les debe aplicar el mismo deber de cuidado que se provee al personal de la entidad de acogida. El apoyo de la entidad de acogida a los voluntarios incluye, pero no está limitado a:

- sesiones informativas introductorias sobre la organización y el contexto de la oficina relacionado con seguridad, procedimientos en caso de emergencia, prácticas culturales apropiadas y orientación sobre el entorno local;
- apoyo administrativo para la apertura de cuentas bancarias, solicitud de los permisos de residencia y para realizar todos aquellos procesos oficiales requeridos en los países y entidades de acogida;
- orientaciones estructuradas, asesoría y coaching de un supervisor que incluya el plan de trabajo y de evaluación de desempeño;

- acceso a espacios de oficina, equipamientos, apoyo tecnológico y con aquellas otras herramientas requeridas para completar los objetivos de la asignación, como la apertura de una dirección de correo electrónico de la entidad de acogida;
- acceso a los espacios compartidos de conocimiento, capacitación y aprendizaje de la entidad de acogida;
- inclusión de los voluntarios en los procedimientos para situaciones de emergencia como las evacuaciones;
- gestión de los permisos;
- DSA para los viajes oficiales cuando sea aplicable;
- cualquier cambio en la Descripción de la Asignación que ocurra entre el periodo de reclutamiento y el inicio de la asignación o durante la misma, debe formalizarse con el Programa de Voluntarios ONU;
- Investigar las conductas indebidas: trasladar los informes a VNU;
- Proporcionar ayuda de emergencia, por ejemplo en casos de muerte o evacuación médica del voluntario, en colaboración con VNU. Aceptar cartas de garantía o de posibles responsabilidades para la cobertura de gastos médicos no exigibles bajo el seguro médico en situaciones extraordinarias (como los servicios de las instalaciones de aislamiento durante pandemias).

**Application Code**

VENR000296-10575

**Application procedure****\* Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

**\* Already registered in the UNV Talent Pool?**

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

**Application deadline:** 26 September 2021 at 23:59hrs, Germany time

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/VkVOUjAwMDI5Ng==>**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.*