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.

Country of Assignment: Switzerland
Host Institute: UN Office of the High Commissioner for Human Rights
Volunteer Category: International University
Number of Volunteer: 1
Duration: until 31-12-2020
Possibility of Extension: Yes
Expected Starting Date: 20-09-2020
Duty Station: Geneva [CHE]
Assignment Place: Family Duty Station

Assignment Place Remark:
- This UNV assignment is offered in the context of a pilot programme bringing qualified candidates from the developing economies to volunteer with OHCHR. Candidates from developing economies in Africa, Asia, Latin America and the Caribbean, Middle East and North Africa are encouraged to apply.
- The expected starting date of this assignment is September 2020 and until 31 December 2020 with the possibility of extension. Please note that this UNV University Volunteer assignment is limited to a maximum duration of 6 months; and due to the current travel restrictions and global UN Secretariat COVID-19 administrative guidelines, the assignment will only start once these restrictions have been lifted. Interested candidates should kindly bear this in mind when applying.
- Applicants are encouraged to apply for this position if it relates directly to their studies, expertise and/or skills. You can explain why you are a suitable candidate for this OHCHR assignment while applying.
- The entitlements can be reviewed in https://vmam.unv.org and International UN Volunteer Handbook - Conditions of Service.
Assignment Details

Assignment Title
Assistant Human Rights Officer

Organizational Context & Project Description

The Office of the United Nations High Commissioner for Human Rights (OHCHR) is the Secretariat Department responsible for strengthening international human rights mechanisms; enhancing equality and countering discrimination; combating impunity and strengthening accountability and the rule of law; integrating human rights in development and in the economic sphere; widening the democratic space; and early warning and protection of human rights in situations of conflict, violence and insecurity.[i]

This announcement broadcasts international assignment with the Special Procedures Branch (SPB), with temporary assignments to the Human Rights Council and/or Universal Periodic Review (UPR) and one Human Rights Treaty Body. Created in through the United Nations General Assembly Resolution 60/251, which established the Human Rights Council (HRC), the Special Procedures Branch is responsible for thematic research and policy development, human rights mainstreaming across all work areas of the United Nations system, development of tools and learning packages and provision of expertise to a variety of stakeholders on a wide range of human rights themes. Located within the Thematic Engagement, Special Procedures and Right to Development Division (TESPRDD), the Branch lends support to independent human rights experts - Special Rapporteurs or Independent Experts, together referred to as mandate holders, appointed by the Human Rights Council with mandates to report and advise on human rights from a thematic perspective.

Based in Geneva, Switzerland, under the overall direction of the Chief of Branch and general guidance the Chief of the Sustainable Human Development Section, the volunteer reports to the Human Rights Officer and/or respective Committee Secretary in the assigned work unit.

The volunteer will be mentored by the Policy Officer, Policy, Planning, Monitoring and Evaluation Service, who runs the pilot project “Ditch UNfair internships” allocating funding to the volunteer position.

[i] http://www.ohchr.org/EN/AboutUs/Pages/WhoWeAre.aspx

Sustainable Development Goals
10. Reduced Inequalities

Task description

Under the direct supervision of Chief of Section, the International University Volunteer will:

- Contribute to thematic reports or studies, including research of related literature, international law and jurisprudence and in particular, the UN Volunteer may:
- Assist in the preparation of official country visits, in particular through the drafting of country-specific human rights assessments;
- Analyse human rights issues contained in cases and complaints addressed to the mandate holders;
- Draft letters on particular cases and complaints taken up by mandate holders, including summarizing the human rights violations alleged in the case and preparing a short legal analysis of these violations;
- Collect information and conduct research for the preparation of briefing notes, statements and other documents;
- Take notes of meetings with different stakeholders, in particular civil society representatives;
- Attend sessions of the Human Rights Council (HRC) and assisting with the preparation of related activities and events;
- Assist in the organization of meetings and seminars; and
- Perform other related duties as requested by supervisor, as appropriate.
The Volunteer will also undertake two three to four week assignments with the Human Rights Council and/or Universal Periodic Review (UPR) and one Human Rights Treaty Body in order to gain a deeper knowledge of international human rights mechanisms.

As part of the pilot programme "Ditch UNfair internship" the volunteer will be asked to contribute to the advocacy component of the project by providing feedback on how to improve OHCHR internship system, share stories and experience.

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

- Participate in the advocacy for UNfair internships in the UN Secretariat:
  • 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

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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Education - Additional Comments

To qualify for this assignment, applicants must, at the time of application, be enrolled in a graduate school programme (i.e. Master’s degree or equivalent degree, or higher) or in the final academic year of a first-level university degree programme (i.e. Bachelor’s degree or equivalent degree) in the area of law, political science, international relations, social sciences or related field, OR have graduated with a university as defined above AND, if selected, must commence take the assignment within one-year period from the date of graduation.

Required experience 0 months

Experience Remark

Applicants are not required to have professional work experience for this assignment though any relevant academic and/or practical experience, in particular in the area of legal or human rights affairs, would be an advantage.

Applicants should be computer literate in standard software applications; have a demonstrated keen interest in the work of the United Nations with a personal commitment to the ideals of the Charter, and have the demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs - which includes willingness to understand and be tolerant of differing opinions and views.

English and French are the working languages of the United Nations Secretariat. For this assignment, fluency in English OR French is required, knowledge of the other is an asset. Knowledge of another official United Nations language is desirable (i.e. Arabic, Chinese, Russian or Spanish).

Language

- English (Mandatory) , Level - Fluent
- AND - French (Optional) , Level - Fluent
Conditions of Service and other information

Conditions of Service

Click here to view Conditions of Service


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 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) per month and 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 (choose from the drop down menu the appropriate rate here): US$990. The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). 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 Entities)

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: CHER000015-7574

Application procedure

* Not yet registered in the UNV Talent Pool?
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?
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: 30 August 2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/Q0hFUjAwMDAxNQ==

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.