

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GTMR000084–Development and Training Associate

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

Country of Assignment	Guatemala
Host Institute	UN Office of the High Commissioner for Human Rights
Volunteer Category	National UN Volunteer Expert (pilot)
Number of Volunteer	1
Duration	3 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Guatemala City [GTM]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

El contrato dura por el período indicado más arriba, con la posibilidad de extensión sujeta a la disponibilidad de financiamiento, la necesidad operacional y el desempeño satisfactorio.

El traslado al lugar de trabajo (si corresponde) y un subsidio de instalación serán provistos en el caso de que el destino de trabajo no se encuentre a una distancia razonable del sitio de reclutamiento. El subsidio de subsistencia correspondiente (en inglés, *Subsidio de vida para voluntarios* o VLA) se proporciona mensualmente para cubrir vivienda, servicios, gastos de subsistencia ordinarios. Se incluyen seguros de vida, salud e incapacidad permanente, así como repatriación final (si corresponde).

En los lugares de destino no familiares, que pertenecen a las categorías de condiciones de vida difíciles D o E, según la clasificación de la Comisión de Administración Pública Internacional (CAPI), los voluntarios internacionales de las Naciones Unidas reciben un diferencial de bienestar (en inglés, *diferencial de bienestar* o WBD) mensual.

Assignment Details

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

Assignment Title Development and Training Associate

Organizational Context & Project Description

In accordance with the terms established in the agreement signed by the Government of Guatemala and the High Commissioner for Human Rights, the mandate of the Office of the High Commissioner for Human Rights (OHCHR) includes the observation of the situation of human rights, in order to report and provide legal and technical advice to national authorities and civil society. The Office's activities for the 2018-2021 planning cycle have been designed in accordance with the overall global OHCHR OMP 2018-2021 strategic objectives and work plan, in compliance with baselines, specific needs and thematic priorities.

OHCHR- Guatemala team is composed of more than 40 talented professionals in different disciplines that confront challenges, solve complex problems and achieve key goals. For the Office, it's very important its staff and it's a commitment to ensure the organization is equipped to meet current and future workforce and organizational needs so that employees have the skills and resources to work effectively and reach their full potential. One of these needs is a higher level of English proficiency, considering that English is one of the United Nations work languages, all regulations, rules are in English, and official communication is frequently processed in English. Fluency, in oral and written, Spanish is also required to ensure good interactions with key partners and appropriate implementation of OHCHR mandate within the country. Strengthen staff knowledge and competencies on technical, functional and social abilities is also needed.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Human Resources Officer, the UNV Development and Training Associate will:

- Work closely with the Human Resources Unit in identifying training and development needs within the office, and appropriate learning options available and accessible for staff development;
- Support the office through the development of a training strategy to promote staff development, on UN knowledge, competencies and expand professional skills to help staff pursue career goals;
- Assist with the setup and empower of the "Office Training Committee", including with the identification of members, definition of methodologies and operational criteria;
- Maintain good track of participation on training and learning opportunities by the office personnel, including the UN and OHCHR mandatory trainings.
- Implement training programs focus to strengthen English knowledge of personnel, through individual and collective classes, as well as, through coffee meetings, business development, and workshops;
- Leverage fluency in Spanish language of staff members as required, through individual training programs.
- Ensure appropriate administrative and logistic support to the implementation of training and learning programs and/or activities, including creating/sending invitations, scheduling, working with

presenters, reserves training rooms, creating and distributing sign-in sheets and materials, moderating programs, and collecting and compiling feedback;

- Send out surveys after trainings and reports results and trends to Human Resources Officer;
- Keep abreast of OHCHR training policies and promote information sharing across personnel;
- Support the Human Resources Unit in the non-official translation from English to Spanish of the Human Resources policies/updates and other related Human Resources practices with all OHCHR Personnel;
- Any other related tasks as may be required or assigned by the Human Resources Officer

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 Guatemala 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:

- Development of a training and learning strategy for the office;
- Establishment and effective operationalization of the Office Training Committee and definition of internal standard operational procedures;
- Effective and efficient contribution to various OHCHR English training activities;
- Effective and efficient contribution to OHCHR Spanish training activities;
- Contribution to the achievement of the objectives and goals of OHCHR through coordination, provision of training and capacity development activities that meet the needs of both individual and organizational; Capacity development through training, mentoring and formal training in the workplace, as well as access to online trainings;
- Written relevant documents effectively translated so they can be applied in the training context and HR Communications;
- Report on volunteer activities, events with UNV programme;
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

- 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.

- 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

Advanced university degree (Master's Degree or equivalent) in education, humanities, social sciences or related field is required. High-level English studies is required.

A first level university degree or equivalent in combination with relevant studies and two years of professional relevant experience may be considered in lieu of an advanced university degree.

Required experience 96 months

Experience Remark

- At least 8 years of progressive work experience in education and training related activities, of which 3 years of experience in teaching English language to adults is required.

Language

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

Area of Expertise

- Vocational education and training, and management training Optional
- Other development programme/project experience Optional

Area of Expertise Requirement

- Experience in the implementation of projects and programs is desirable.

- Experience of learning and development methodologies, formal design and development approaches, and best practices is desirable.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills is required.
- 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 is required.
- Fluency in spoken and written English and Spanish is required; Knowledge of Maya Languages may be an advantage.

Need Driving Licence No

Competencies & Values

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

Conditions of Service and other information

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

Application Code GTMR000084-5494

Application procedure

** ¿Aún no se ha registrado en la reserva de candidatos de VNU?*

Primero registre su perfil en <https://vmam.unv.org/candidate/signup>.

Hay la posibilidad de cambiar la opción de idioma al hacer clic en la palabra "English" en la esquina superior derecha. Importante: Después de crear su cuenta, complete todas las secciones de su perfil y envíelo. Luego diríjase a "Mi Página" a través del siguiente enlace <https://vmam.unv.org/candidate/mypage> seleccione la opción de "reclutamiento especial". Finalmente seleccione el reclutamiento especial al cual usted desea aplicar.

** ¿Ya se encuentra registrada/o en la reserva de candidatos de VNU?*

Primero actualice su perfil en <https://vmam.unv.org/candidate/profile>. Luego diríjase a "Mi Página" a través del siguiente enlace <https://vmam.unv.org/candidate/mypage> seleccione la opción de "reclutamiento especial". Finalmente seleccione el reclutamiento especial al cual usted desea aplicar.



Esa es una oportunidad de voluntariado nacional, por lo tanto, solamente son elegibles para esa oportunidad aquellas personas con nacionalidad Guatemalteca o residentes en Guatemala que cuenten con el permiso legal de residencia en ese país, o con el estatus de refugiado o de apátrida.

Acuérdese de indicar en su perfil VNU que sí está interesado/a en servir como voluntario/a nacional.

Fecha límite para postularse: 13-Oct-2019

doa.apply_url

<https://vmam.unv.org//candidate/show-doa/R1RNUjAwMDA4NA==>

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.

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Page 6 of 6