UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GTMR000088--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

<table>
<thead>
<tr>
<th><strong>Country of Assignment</strong></th>
<th>Guatemala</th>
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<tbody>
<tr>
<td><strong>Host Institute</strong></td>
<td>UN Office of the High Commissioner for Human Rights</td>
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<tr>
<td><strong>Volunteer Category</strong></td>
<td>International Specialist</td>
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<tr>
<td><strong>Number of Volunteer</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>12 months</td>
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<td><strong>Expected Starting Date</strong></td>
<td>Immediate</td>
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<tr>
<td><strong>Duty Station</strong></td>
<td>Guatemala City [GTM]</td>
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<td><strong>Assignment Place</strong></td>
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<td><strong>Assignment Place Remark</strong></td>
<td>Family Duty Station</td>
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Living Conditions

Guatemala is classified as category “B” family duty station by the International Civil Service Commission. UNV Volunteers are assigned to UN Agencies/Funds/Programs based in Guatemala City, a modern city with provision of all basic services. UN Volunteers must comply with UNDSS security standard, regulations and policies as well as those of their host Agency. For more information on the UN System in Guatemala please consult: [www.onu.org.gt](http://www.onu.org.gt)

The United Nations System in Guatemala is exposed to a series of threats, with different levels of risk, that are specifically typified according to the area, mandate and level of exposure of Agencies, Funds, and Programmes (AFP). The following table presents the list of the main threats to the UN System in the specific area according to the SRA (Security Risk Assessment):
### Assignment Details

**Assignment Title**  
Human Rights Officer

**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 main functions of the Office of the High Commissioner for Human Rights in Guatemala are the following:

- To monitor the human rights situation in the country in order to provide technical assistance to state institutions and civil society to assist in the implementation of policies, programmes and measures to promote and protect human rights;
- 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, not only through the High Commissioner’s annual report, but also through press releases, public pronouncements, thematic reports, etc.

The UNV professional will be incorporated into one of the thematic units (Justice, Civic Space and Political Rights, Economic, Social and Cultural Rights, and Non-Discrimination) and will contribute to the strengthening of the strategic thematic priorities for the current planning cycle, including the implementation of a gender perspective. All units carry out monitoring, reporting and technical assistance activities according to the priorities and planning defined by the Office.

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.

Guatemala is a unique country and it provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.
Sustainable Development Goals 16. Peace, Justice and Strong Institutions

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:

- **Monitor, analyze and report about the human rights situation in the country**

- Assist in the elaboration of reports that provide qualitative and quantitative information on human rights situation in the country, including monthly reports, in line with OHCHR’s Performance Monitoring System.

- Prepare and undertake fact-finding field missions and monitoring of human rights situations, 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.

- Provide technical assistance and follow up to activities with counterparts and partners at different levels within the framework of the Office’s Mandate.

- Monitor and document violations of the human rights of people on the move (IDPs and migrants), analyzing local and regional trends, civil society organisations and State institutions and with Special Procedures, Treaty Bodies, OHCHR Desk Officers of relevant departments at Geneva HQ.

- **Facilitate, assist and carry out trainings on human rights standards and monitoring, international human rights mechanisms, shadow reporting, advocacy and planning with a human rights-based approach and assist the Office in the preparation of training materials.**

- Promote dialogue between local human rights and civil society networks, local authorities and the OHCHR Office in Guatemala on measures to promote the observance of human rights in their locality.

- 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**

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

- Monitoring and analytical reports and documents elaborated on the situation of human rights, including on people on the move’ rights related matters.
- Information gathered, analyzed and reported according to the need of the Unit and the Office.
- Human Rights violations cases registered in the Database.
- Gender perspective incorporated in all activities.
- Networks and partnerships with key actors strengthened.
- Technical assistance activities such as workshops carried out.
- Activities carry out to promote the implementation of recommendations made by international human rights mechanisms.
- Representation of OHCHR Guatemala in particular on International Volunteer Day (5th December) and other UNV Programming activities.
- Volunteerism for human rights included in host agency projects, programs, campaigns, or communication materials. (at least one of the aforementioned per 12 months contract)
- 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.

- Human rights, gender and diversity 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

- 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, género 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          Master degree or equivalent

Education - Additional Comments

- A first-level university degree or equivalent in combination with relevant training and/or professional experience in human rights or gender may be accepted in lieu of an advanced university degree;

Required experience          36 months

Experience Remark

Required Experience: 3 to 5 years of progressively, responsible and relevant professional experience in the field of human rights or justice at the local, national or international level, including experience with civil society organizations and experience in human rights analysis and reporting cases.

Language

- Spanish (Mandatory), Level - Fluent

Area of Expertise

- Human rights Mandatory

Area of Expertise Requirement

- Knowledge of the UN International human rights standards and mechanisms.
- Experience in working in the Latin American Region and/or knowledge of the human rights situation in Guatemala is considering an advantage.
- Experience on monitor and reporting on human rights is required. Experience of working on migrants rights is highly 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 considered an advantage.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- 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; familiarity with tools and approaches of communications for development;
- 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;
Conditions of Service and other information

Condition of Service

Pulse aquí para ver las Condiciones de Servicio

Condiciones de Servicio para Especialista Internacional:

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 $1.631. 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**

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.

Application Code GTMR000088-5896

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: 22-12-2019

doa.apply_url https://vmam.unv.org//candidate/show-doa/R1RNUjAwMDA4OA==

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.