UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GTMR000097--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

Country of Assignment: Guatemala
Host Institute: UN Office of the High Commissioner for Human Rights
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 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 periodo 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, Volunteer Living Allowance o VLA) se provee mensualmente para 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, Well-Being Differential o WBD) mensual.

Assignment Details

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

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 weekly and 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, with special attention to Economic, Social and Cultural rights, analyzing local and regional trends, civil society organizations 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 economic, social and cultural 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

### Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>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</td>
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<td>Required experience</td>
<td>36 months</td>
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<td>Experience Remark</td>
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<tr>
<td>Required Experience: A minimum of 3 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.</td>
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<tr>
<td>Experience in the field of Economic Social and Cultural Rights is required.</td>
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### Language

- Spanish (Mandatory), Level - Fluent
- AND - 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 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 in the field of Economic Social and Cultural 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;
- Self-motivated, ability to work with minimum supervision; 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: Click here to view Conditions of Service
Conditions of Service for International Specialist:

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$ 1,631. 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.
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.

Application Code  GTMR000097-6148

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: 29-Mar-2020, 23:59hrs Germany time

doa.apply_url  
https://vmam.unv.org/candidate/show-doa/R1RNJAwMDA5Nw==

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.