El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

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<tr>
<th>País de la asignación</th>
<th>Guatemala</th>
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<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>UN High Commissioner for Refugees</td>
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<tr>
<td>Categoría de Voluntariado</td>
<td>International Specialist</td>
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<tr>
<td>Número de Voluntario</td>
<td>1</td>
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<tr>
<td>Duración</td>
<td>12 meses</td>
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<td>Fecha de Inicio Esperada</td>
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</tr>
<tr>
<td>Lugar de Destino</td>
<td>Guatemala City [GTM]</td>
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Observación sobre el lugar de asignación

Guatemala City is the capital of Guatemala. It is categorized as a United Nations family duty station, hardship category B. To learn more about hardship category ratings, visit [https://icsc.un.org/Home/DataMobility](https://icsc.un.org/Home/DataMobility).

This location is classified as Cwb (Dry-winter subtropical highland climate) by Köppen and Geiger. Temperatures average 19.4 °C | 66.9 °F. Official language is Spanish and is spoken in Guatemala City. The two other official languages are Xinka and Garifuna. Over 40 percent of Guatemalans are indigenous.

Much of Guatemala City is safe during the day. The city is subdivided into Zones, which resemble neighborhoods or administrative districts in other countries. Zone 10, where the UNHCR office is located and most businesses, hospitality industry are found, is also among the safe areas. It is not recommended to walk alone after dark as some areas or zones can get dangerous. Uber is widely
used for transportation and the usual safety precautions apply. Most crime consists of theft of cell phone and laptops. It is advisable not to flaunt them in public.

Guatemala City offers banking, transportation, health and communications services, which are easy to obtain. Credit cards are widely used and accepted. There are numerous shopping malls, restaurants, gyms and cinemas. A large variety of accommodation options can be found. Road network is good both in terms of spread and quality. Traffic, however, can be overwhelming. It is advised to live near the UNHCR Office in Zone 10.

The UN Volunteer will be responsible for arranging his/her own housing and other living essentials. Note that in the current time of limited mobility on account of COVID-19, the UNV might be expected to start with home/telecommuting. This may change, telecommuting situation will be reassessed and revised in line with the national laws and policies as well as the United Nations staff rules and regulations.

Detalles de la Asignación

Título de asignación
Associate CBI (Cash Based Interventions) Officer

SP Contexto Organizativo & descripción del proyecto.

- The United Nations High Commissioner for Refugees (UNHCR) is the UN Agency dedicated to protect the rights and seek durable solutions for refugees worldwide. UNHCR is in the field in over 125 countries.
- The National Office in Guatemala opened in 2015 in order to strengthen UNHCR's protection work in the region as part of the UNHCR's Regional Protection and Solutions Strategy for the countries in the North of Central America (NCA).
- Central America is suffering a wave of violence stemming from organized criminal groups, including record high homicide rates, sexual violence, disappearances, forced recruitment into gangs, and extortion. The epidemic of violence is compelling a diverse range of people to flee their homes and to seek international protection, particularly in bordering and nearby countries. The United States of America, Belize, Costa Rica, Guatemala, Honduras, Mexico, Nicaragua, Panama and El Salvador are all affected, either as countries of origin, transit or destination, and in some cases, in a combination of these.
- The position is supervised by a professional staff member who provides the incumbent with general guidance and workplans. The incumbent works quite independently with an oversight from the supervisor. The position may directly supervise some support staff.
- Contacts are mainly with the colleagues in the same duty station to exchange information and to discuss the work plans. External contacts are with the national and local authorities for gathering and exchange of data.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Sustainable Development Goals
1. No poverty

Descripción de la tarea

Within the delegated authority and under the supervision of the Senior CBI Officer or his/her designated mandated representative(s), the UN Volunteer for Cash Based Interventions will:

- Manage the use, maintenance and technical support of databases used in the cash-based interventions.
- Generate statistical reports based on the standard reporting formats and ad-hoc reports, charts and tables as required by the management.
- Prepare and administer accurate lists of beneficiaries for the regular assistance through bank ATM/IRIS system in line with the procedures established by the office.
- Assist in developing and administering UNHCR Regular Cash based Intervention database.
- Assist in the monthly reconciliation and refund process for the cash assistance project.
- Assist in preparing detailed reports and breakdown of the cash assistance provided to the refugees.
- Cross-check databases to ensure that all beneficiaries are active cases.
- Keep cash lists updated and free of duplications and ensure delivery of cash assistance to beneficiaries in a timely manner.
- Maintain relationships with partners to facilitate the flow of information between databases,
- Assist with the training of internal staff and partners on how to use the database,
- Execute best practice in data protection standards and help to positively influence others,
- Troubleshoot issues with the database and work with internal teams to provide technical fixes,
- Inform and act on the reports and messages that are received from various units on different vulnerable cases in respect to financial assistance.
- Support in the co-ordination with different IPs, Ops and focal points on lists of beneficiaries reflecting situation of cash assistance.
- Undertake missions and field visits to bank service provider to monitor the cash project.

Undertake other relevant duties as required.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:

- Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

Resultados / Resultados esperados

- As an active UNHCR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its beneficiaries in the accomplishment of her/his functions, including:
- Manage the use, maintenance and technical support of databases used in the cash based interventions. This includes preparing accurate lists of beneficiaries in line with SOPs, cross-check databases to ensure all beneficiaries are active cases and there are no duplicates, record monthly reconciliations, and assist with the training of internal staff and partners on how to use the database.
- Inform and act on the reports and messages that are received from various units on different vulnerable cases in respect to financial assistance.
- Manage the co-ordination with different IPs, Ops and focal points on lists of beneficiaries reflecting situation of cash assistance.
- Support reporting related to CBI. This includes generating statistical reports based on the standard reporting formats and ad-hoc reports, charts and tables as required by the management, at the required level of detail and breakdown.
- 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.
- 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.

Cualificaciones/Requisitos

Nivel de Grado Requerido

Bachelor degree or equivalent

Educación - Comentarios Adicionales

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

We are inspiration in action
Bachelor's degree in a relevant area, e.g. social sciences, political sciences and area related to humanitarian aid, development areas and international relations; a first-level university degree or equivalent in combination with relevant training and/or professional experience.

At least 2 years of professional work experience at the national and/or international level in Programme management, especially CBI modalities, and other relevant Programme; experience with data management is an asset, as is experience working in the UN or other international development organization;

Completion of a first-level university degree or secondary education with certificate/training in Information Technology & Database Management will be considered as an asset.

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;

Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)

Sound security awareness;

Have affinity with or interest in refugees, asylum seekers, IDPs and other migration issues [fill in relevant area of the host agency’s work], volunteerism as a mechanism for durable development, and the UN System.

Experiencia Necesaria 24 meses

Comentarios sobre la experiencia

Lingüísticas

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

Área de Experiencia

- Protection of refugees, asylum seekers and IDPs Obligatorio

Requisito de area de experiencia

Necesita Licencia de Conducir No

Competencies y Valores

- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
Condiciones de servicio

Conditions of Service for International Specialist:


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) 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$ 1,651. 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.

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).

Código de aplicación GTMR000116-7739

Procedimiento para la aplicación

You can only apply if you have created your profile at https://vmam.unv.org/candidate/signup

Watch this video for the specific steps you must follow: https://www.youtube.com/watch?v=VT5uJ_FolWU

If you are already registered in UNV’s Talent Pool, make sure your profile is up to date before applying.

Application deadline: 27-Sep-2020 at 23:59hrs, Germany time zone

doa.apply_url https://vmam.unv.org/candidate/show-doa/R1RNUnAwMDEzNg==

Advertencia

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificados/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.