

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GTMR000132--Human Rights and Gender 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	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Guatemala City [GTM]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Assignment Details

Assignment Title Human Rights and Gender Officer

Organizational Context & Project Description

Pursuant to the mandate of the OHCHR, stated in the resolution 48/141 of the General Assembly on May 31, 2005 the United Nations Office of the High Commissioner for Human Rights and the Government of Guatemala, signed the agreement on the establishment of

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

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W. www.unv.org

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

a Country Office in Guatemala, approved by the National Congress through Decree 40-2005 and ratified by the President of the Republic of Guatemala on June 23, 2005.

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 for a positive change in the promotion and protection of human rights. Also, the mandate was designed to contribute to the improvement of national capacities to protect and promote human rights and to implement recommendations of international mechanisms, to improve the overall situation of human rights. 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.

The UNV professional will be incorporated into the Gender Unit and will contribute to the implementation of OHCHR global management objectives 2018-2021 (OMP) with regard to the pillar on enhancing equality and countering discrimination, with a focus on women; The UNV will work in the framework of the results foreseen in the Program "Strengthening the rights of indigenous women and other women discriminated against in Guatemala" funded by Canada. Under the supervision of the Gender Coordinator Unit, the Human rights and Gender UNV will provide technical advice to state actors and representatives of civil society, non-governmental organizations, UN agencies and individuals. He/She will promote the respect and protection of international human rights standards and the implementation of the recommendations formulated by international human rights bodies and mechanisms.

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:

- Provide technical assistance to indigenous women and other discriminated women organizations supported by the PROFEM Project, State actors and institutions and other OHCHR partners.
- Provide technical support to organizations and rights holders for the development of advocacy strategies that aim at mainstreaming gender, including gender analysis, gender data and apply women's international human rights standards.
- Provide technical assistance in the reporting and delivering of grants to civil society organizations.
- Support the integration of a gender perspective in OHCHR-Guatemala's strategic lines priorities and activities;
- Support the implementation of the OHCHR-Guatemala gender strategy;
- Contribute to and/or draft various reports, communications, briefing notes, statements and contribute to the draft of the annual narrative report for donor that includes: i) the activities carried out; ii) documents produced; iii) minutes of meetings and progress reports; iv) systematization of advisory, facilitation and accompaniment activities and their results.
- Conduct field missions
- Perform other related duties as required.

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 women's rights.

- Information gathered, analyzed and reported according to the need of the Unit and the Office.
 - Human Rights violations cases registered in the Database.
 - 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
- El desarrollo de las capacidades a través del entrenamiento, la tutoría y la capacitación formal en el puesto de trabajo, cuando se trabaja 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 Bachelor 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 24 months

Experience Remark

at least 2 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
- AND - English (Mandatory) , Level - Fluent

Area of Expertise

- Human rights Mandatory

- International law Mandatory

Area of Expertise Requirement

- Experiencia laboral en derechos humanos desde una perspectiva de género y/o interculturalidad, es requerida.
- Experiencia en mecanismos internacionales de monitoreo de derechos humanos, es deseable.
- Experiencia y/o conocimiento de la situación de los derechos humanos en Guatemala será considerada una ventaja.
- Experiencia laboral a nivel nacional y/o internacional en el ámbito de los derechos humanos de las mujeres, incluidas mujeres indígenas, garífunas y/o personas LGBTI, es altamente deseable.
- Experiencia de trabajo con organizaciones de sociedad civil, idealmente a nivel comunitario, es deseable.
- Experiencia en redacción y en elaboración de informes o notas de análisis.
- Conocimientos informáticos sólidos, incluyendo manejo avanzado de varias aplicaciones de Microsoft Office (Excel, Word, etc.) así como email/internet; familiaridad con gestión de bases de datos y equipamiento tecnológico de oficina;

Need Driving Licence No

Competencies & Values

- Communication
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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:

Note on novel coronavirus – COVID-19.

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

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
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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).

Application Code

GTMR000132-8451

Application procedure

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_FoIWU

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

Application deadline: 07-Mar-2021 at 23:59hrs, Germany time zone

doa.apply_url<https://vmam.unv.org/candidate/show-doa/R1RNUjAwMDEzMg==>**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.