UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001354—Human Rights and Transitional Justice Specialist

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>Country of Assignment</th>
<th>South Sudan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-07-2020</td>
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<tr>
<td>Duty Station</td>
<td>Juba [SSD]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Living Conditions

South Sudan is a hardship duty station, which is classified as a non-family duty station as there is basic infrastructure in the capital Juba and the country. The highly recommended vaccination in South Sudan is Yellow Fever. Please note that without evidence of yellow fever vaccination, access to South Sudan is restricted. South Sudan is a Security Phase III level. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime.

All the International UN Volunteers upon arrival, will be housed in one of the two UNDP compounds. Although services are not fully developed, banking facilities, UN and private medical facilities, and
telecommunications/internet services are readily available. UN Agencies, Funds and Programmes personnel are provided medical services in the UN Agency clinic. Other medical services can be obtained at the UNMISS Level II hospital.

The political context of South Sudan remains hopeful with the formation of the Revitalized Transitional Government of National Unity expected in Feb 2020.

The widely used currency for business transition in the South Sudan Pounds (SSP). The official exchange is currently at 180 SSP to the USD. Banking facilities are widely available, but the use of bank credit and debit cards is limited.

There are several mobile telephone companies including ZAIN and MTN providing services and sim cards can be easily bought with cash after registration by the service provider. There are no fixed telephone lines in South Sudan/Juba.

South Sudan electricity on the national grid is almost non-existent as it switched on once in a while. The capital Juba is powered by individual household generators, but City power are underway almost to its completion. Running water is dependent on water tankers that deliver water to households at a fee. UN regulations state that houses of staff members must have electricity and reimburses these costs incurred outside the accommodation rental cost.

There are restaurants serving food from different regions of the world. Markets and shops are fairly well stocked with food items, clothes and other household goods. There are also local markets for vegetables and other farm produces. The cost of living is generally high as almost all the goods are imported. UN personnel are provided medical services in the UN Agency clinic Other medical services can be obtained at the UNMISS Level 2 hospital.

South Sudan is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more 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.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Human Rights and Transitional Justice Specialist</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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</table>

UNDP has been working in South Sudan for over 30 Plus years. With the formation of the independent Republic of South Sudan in July 2011, UNDP established a Country Office and has staff working all over the country to help build government institutions. UNDP has maintained its presence in South Sudan despite significant challenges in the operating environment by adopting a flexible approach to its work with the Government of South Sudan.
Since the conclusion of the Agreement on the Resolution of Conflict in August 2015, UNDP aims to work in partnership with the Transitional Government of National Unity, non-governmental organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors, academia, media and the private sector.

The overarching aim of UNDP is to support the progress towards peace and reconciliation, early recovery and governance, and towards the new Sustainable Development Goals (SDGs).

UNDP in South Sudan focuses its programmes on democratic governance and stabilization; human development and inclusive growth; and gender equality and women’s empowerment. UNDP aims to work in partnership with the Transitional Government of National Unity, non-governmental organisations, civil society organisations, community-based organisations, multilateral aid agencies, bilateral donors, academia, media and the private sector, providing policy advice, technical support, advocacy and contributions to strengthen real improvements in the lives of South Sudanese people.

The Transitional Justice/Human Rights Specialist reports directly to the Chief Technical Advisor, Rule of Law and Program Manager. Under the guidance of the CTA/PM, S/he works closely with the other members of the Access to Justice team based in the states, and in coordination with the state level justice actors that include judges, prosecutors, lawyers and traditional leaders to develop and implement policy and legal reforms, strategies to initiate human rights and inclusive transitional justice activities.


Supervision, induction and duty of care of UN Volunteers

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.
Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Chief Technical Advisor for Rule of Law and Program Manager, or his/her designated mandated representative(s), the UN Volunteer Human Rights and Transitional Justice Specialist will perform the following tasks:

Provision of advice and technical support:

- Advise the state level stakeholders in improving or establishing sustainable mechanisms for human rights and transitional justice mechanisms and processes;
- Advise the stakeholders on policies, strategies, systems, methods of management and training needs of human rights actors and stakeholders in the transitional justice area;
- Liaise with the Chief Technical Advisor to provide overall technical guidance on matters of government policy on human rights respect and transitional justice and coordinate with Rule of Law and Security Specialists to implement these issues with the states;
- Put in place policies, strategies and systems for effective human rights promotion and protection, and inclusive transitional justice;
- Collect and issue updates on activities on human rights and transitional justice including changes in legislation and national or regional strategies or action plans.

Capacity building of state level stakeholders:

- Support state institutions to develop and implement policies, strategies, systems and action plans for the establishment of effective human rights and transitional justice mechanisms;
- Support the development and practice of promoting a focus on vulnerable groups, communities and victims in human rights and transitional justice processes and mechanisms;
- Develop and implement capacity building strategies to meet the capacity and training needs of the state institutions involved in transitional justice and human rights protection;
- Support community-based organizations and groups, state government, traditional authorities and vulnerable groups to participate, engage in and benefit from transitional justice and human rights processes and mechanisms;
- Promote skills for mainstreaming gender, applying a human rights-based approach and support to vulnerable groups into reform priorities of and services provided by human rights and transitional justice mechanisms;
- Coordinate and manage implementation of capacity building support to human rights and transitional justice;
- Identify and support initiatives for victim support to advise, empower and facilitate victims’ groups to participate and benefit from transitional justice processes and mechanisms;
- Organize and/or conduct human rights and transitional justice trainings and public information activities.
Support to Program planning and implementation:

- Provide substantial inputs to program planning, implementation and monitoring, including drafting of relevant project documents such as memos, briefs, talking points, meeting debriefs, minutes;
- Develop detailed Program Annual Work Plans for the human rights and transitional justice initiatives together with the Program Specialists deployed at state level, and provide inputs to develop the consolidated Program Annual Work Plans;
- Support development of ToRs for Small Grants, oversee the work of beneficiaries of Small Grants Facility, and ensure quality of outputs in keeping with grants applications;
- Implement program work plans in the state and supervise UNDP supported work undertaken in the state as and when required.
- Submit quarterly analytical reports and provide inputs into other reporting requirements to the donor and M&E activities in the rule of law area to the Program Manager on work done and further prospects as decided by the program.
- Support the program management to develop necessary documentation (concept notes, briefs, and fundraising notes) to operationalize and steer programmatic initiatives and activities;

Facilitation of the strategic partnerships:

- Develop strong working relationships with all national and state stakeholders, traditional justice institutions, CSOs and international partners;
- Liaise with partners and facilitate communication on Program-related activities including organizing joint thematic learning and networking events on human rights and transitional justice topics;
- Develop and maintain close working relationships with local civil society and community groups to facilitate project implementation, as well as identify issues, risks, priorities, and opportunities that support effective project implementation;
- Liaise with and establish strong working relationships with other UN agencies and international organizations to promote a coordinated approach to the development and implementation of human rights and transitional justice programs;

Knowledge management and communication of results:

- Collect Program monitoring data on a regular basis and issue updates on activities in the rule of law area including changes in legislation and national or regional strategies or action plans;
- Monitor the key interventions of the Program on rule of law particularly for vulnerable groups such as victims of past abuses, IDPs, children, the elderly, and survivors of SGBV;
- Monitor and report on human rights and transitional justice issues locally, and identify emerging trends using program mapping and other available data;
- Communicate results based on corporate principles of gender-responsive communications and non-discriminatory language.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within
their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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

The incumbent of this position is expected to:

- Advise the state level stakeholders in improving or establishing sustainable mechanisms for human rights and transitional justice mechanisms and processes and Liaise with the Chief Technical Advisor to provide overall technical guidance on matters of government policy on human rights respect and transitional justice and coordinate with Rule of Law and Security Specialists to implement these issues with the states;
- Develop and implement capacity building strategies to meet the capacity and training needs of the state institutions involved in transitional justice and human rights protection;
- Develop and maintain close working relationships with local civil society and community groups to facilitate project implementation, as well as identify issues, risks, priorities, and opportunities that support effective project implementation;
- Liaise with and establish strong working relationships with other UN agencies and international organizations to promote a coordinated approach to the development and implementation of human rights protection.
• 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>• Master’s degree in either law, human rights or international relations</td>
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<tr>
<td>First university degree in Law, Human Rights, Political Science, Social Sciences or related field from an accredited/recognized institute</td>
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<tr>
<td>Required experience</td>
<td>60 months</td>
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<td>Experience Remark</td>
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<tr>
<td>• A minimum of five years of relevant experience, at the national and international levels, in planning, developing, managing and monitoring legal, human rights, transitional justice and justice sector reform processes.</td>
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<tr>
<td>• High-level planning, facilitation, communication and capacity development skills with a demonstrated ability to transfer knowledge and skills in a complex institutional environment</td>
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<tr>
<td>• Experience of working in conflict/post-conflict settings;</td>
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<tr>
<td>• Demonstrated experience in coordinating with and reporting on the work of diverse teams and financial resources at international level.</td>
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<tr>
<td>• Other desired/mandatory required technical knowledge</td>
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<tr>
<td>• Excellent oral and written skills; excellent drafting, formulation, reporting skills;</td>
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<tr>
<td>• Accuracy and professionalism in document production and editing;</td>
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<tr>
<td>• 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;</td>
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<tr>
<td>• 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;</td>
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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;

Language

- English (Mandatory), Level - Fluent
- AND - Arabic (Mandatory), Level - Working Knowledge

Area of Expertise

- Legal training Mandatory
- International law Mandatory

Area of Expertise Requirement

- A minimum of five years of relevant experience, at the national and international levels, in planning, developing, managing and monitoring legal, human rights, transitional justice and justice sector reform processes.
- High-level planning, facilitation, communication and capacity development skills with a demonstrated ability to transfer knowledge and skills in a complex institutional environment
- Experience of working in conflict/post-conflict settings;
- Demonstrated experience in coordinating with and reporting on the work of diverse teams and financial resources at international level.
  - Other desired/mandatory required technical knowledge
  - 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;

b) Competencies and values:

- Building and promoting partnerships across the organisation and beyond
- Professionalism: demonstrated understanding of operations relevant to Sound knowledge of UNDP’s procedures, rules and regulations; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and
ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

- **Integrity:** demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;

- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;

- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.

- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;

- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;

- **Flexibility:** adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;

- **Genuine commitment towards the principles of voluntary engagement,** which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP’s mission and vision, as well as to the UN Core Values.

- **Ensuring effective use of resources**

### Functional Knowledge and Skills

- Ability to provide and advocate for policy advice;
- In-depth knowledge of human rights and transitional justice issues;
- Ability to clearly and articulately present concepts and strategies on a broad range of issues.
• Proven knowledge of programme and financial management as well as administration of rule of programmes and services;
• Concrete skills in conceptualizing strategies and transitional justice and human rights interventions.
• Ability to perform and adapt to complex and changing political, social, and economic contexts.
• Promotes a knowledge-sharing culture in the office;
• Ability to lead formulation, implementation, monitoring and evaluation of development projects and programs, particularly in the justice sector;
• Focuses on impact and results for the client and responds positively to feedback;
• Demonstrates strong oral and written communication skills;
• Fosters a strong team approach to optimize results delivery;
• Builds strong relationships with clients and external actors;
• Demonstrates openness to change and ability to manage complexities.
• Communicates effectively with staff at all levels of the organization;

Competencies & Values
• Professionalism

Conditions of Service and other information

Condition 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.

Supervision, induction and duty of care of UN Volunteers

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 SSDR001354-6385

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: 01-Mar-2020

doa.apply_url https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTM1NA==

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.