

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## SSDR001431--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

<b>Country of Assignment</b>	South Sudan
<b>Host Institute</b>	United Nations Mission in South Sudan
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	6
<b>Duration</b>	until 30-06-2021
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Juba [SSD], Aweil [SSD], Yambio [SSD], Malakal [SSD], Rumbek OLS [SSD], Bentiu [SSD]
<b>Assignment Place</b>	Non-Family Duty station

### Assignment Place Remark

Assignment is non-family.

Duty station can change in the course of assignment. The volunteer may be required to work anywhere in the area of operations, including in remote locations.

### Living Conditions

Living conditions vary between UNMISS duty stations. Each duty station where UNMISS has a field presence has basic residential camp facilities, which includes running water and electricity. Candidates should be aware that accommodation may be austere with the possibility of water shortages and power blackouts. On arrival in Juba accommodation will be on a share basis. Ablutions will also be shared. As the accommodation situation improves single unit accommodation, with an attached ablution, should become available in all locations. Hard wall accommodation is available in Juba.

All UNMISS duty stations apart from Entebbe, Uganda are considered non-family duty stations. The security level of UNMISS duty stations is classified by the UN Department of Safety and Security (UNDSS) who will brief on arrival. A number of locations in South Sudan are prone to conflict.

Primary health care services (preventive and curative) are provided in 11 United Nations Owned Equipment (UNOE) Level-I clinics, 21 Contingent Owned Equipment (COE) Level-I clinics, 4 COE Level-II medical facilities within the mission area and the establishment of contractual agreements for Level-III and Level-III care outside the mission area. The 4 Level-II facilities available in Juba, Bor, Malakal and Wau, run by the Troop Contributing Countries (TCC), take referrals from the Level-I clinics and provide hospital-based care.

The climate is tropical with a rainy season in many areas, which should normally span from around April to October. Ability to live and work in difficult and harsh conditions is essential.

# Assignment Details

**Assignment Title** Human Rights Officer

## Organizational Context & Project Description

UNMISS was established in 2011 under the auspices of the UN Department of Peacekeeping Operations (DPKO); subsequently, UNMISS mandate has been renewed through resolutions 2057 (2012), 2109 (2013), 2155 (2014), 2187 (2014), 2223 (2015), 2241 (Dec. 2015), 2304 (2016), 2327 (2016), 2392 (2017), 2406 (2018), 2418 (2018), 2428 (2018) and 2459 (2019).

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

## Task description

Under the direct supervision of the Field office Team Leader and the regional coordinator, or Thematic Team leader, and overall supervision of Director of the Human Rights Division or his/her designate, the UNV Human Rights Officer will be responsible for implementing the Division's work plans, including assisting, in conducting monitoring/ fact-finding missions, as well as reporting and advocacy activities in the area of assignment as mandated in United Nations Security Council Resolution 2514 (2020). In particular, the incumbent will:

**General activity: Please note that this job description is generic and therefore, activities listed below may not be carried out by all Human rights officer.**

- Contribute to and/or draft communications, briefing notes, talking points, press releases, statements, bullet points, or other products;
- Draft various internal and external reports on the human rights situation in South Sudan covering specific timeframes (e.g., daily, weekly, monthly) or themes (e.g., freedom of expression) based on submissions from colleagues based in the field and HQ. The candidate may be asked to draft reports during evening hours (i.e., daily) or weekends (i.e., weekly);
- Provide guidance to relevant colleagues to ensure submissions from field teams are in line with OHCHR methodology on human rights reporting;
- Provide and prepares legal analysis and research, and outputs, such as work unit reports and assessments, policy documents and guidelines, briefings, etc
- Participate in legislative reviews and drafts commentaries and other relevant documents;
- Conduct capacity building activities in areas of administration of justice and transitional justice which include advising national counterparts, facilitating and organizing workshops, supporting national criminal justice system organization, training of national actors and/or monitoring of the court and legal system.
- Facilitate the implementation of the human rights mandate in the designated area of conflict-related violations;
- Gather information, analyse and report on the situation of human rights in relation to the armed conflict, including through close cooperation with field teams, other United Nations actors and the community;
- Support HRD's analysis by maintaining a proactive situational awareness of human rights and political developments for the purpose of gathering data on hotspots and early warning mapping and support in HRD's information analysis;
- Identify incidents requiring further monitoring and/or investigation, co-ordinate with field teams regarding follow-up, and analyse the potential impact of reported incidents on the human rights situation;

- Monitor and follow up on incidents of denial of access by armed groups to locations where human rights monitoring and investigation activities are planned to take place, and coordinate with field teams and the Legal Affairs to identify possible courses of action in response;
- Assist in developing the profiles of alleged perpetrators of human rights violations in close coordination with field teams;
- Conduct fact-finding missions and investigations into abuses/violations of human rights or humanitarian law
- Establish and maintain contacts with government representatives, non-governmental organizations (NGOs), civil society organizations, UN agencies and other partners operating in the AOR;
- Ensure, coordinate and supervise the timely entry of accurate and verified human rights cases into an established database; conduct quality control and deliver statistics and trend reports as required;
- Undertake risk assessment in the framework of Human Rights Due Diligence Policy (HRDDP) and monitor implementation of mitigating measures;
- Ensure the integration of gender perspectives, with specific attention to issues related to women and girls, including conflict-related sexual violence, within all assigned human rights activities;
- Represent the UNMISS human rights office at working level meetings, as relevant;
- 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

- Contribution is made towards improving the human rights situation;
  - Situational awareness of the conflict related human rights violations and political developments maintained;
  - Field reports reviewed at regular basis and the necessary follow up is made with field teams to ensure that conflict related violations are properly monitored and investigated;
  - Immediate follow up is made on access denials incidents with the respective field teams and the Legal Affairs Unit;
  - The profiles of alleged perpetrators developed and where necessary the information is stored in the established database;
  - An overview of the human rights situation within the area of responsibility (AOR) is maintained;
  - Mission human rights leadership, through the immediate supervisor, is informed of human rights developments within the AOR;
  - Accurate daily, weekly, monthly and public analytical reports on the human rights situation are produced and submitted on time and the database is updated;
  - Good relationships are developed and effective advocacy conducted with the local authorities;
  - Contact with a variety of stakeholders is established, maintained and expanded;
  - Human rights awareness and training programmes relevant to the human rights issues in the AOR are conducted;
  - The capacities of local NGOs for the protection of human rights is increased;
  - Capacity is developed through coaching, mentoring and formal on-the-job training, when working with national staff or (non-) governmental counterparts, including Implementing Partners (IPs); and
  - A final statement of achievements towards volunteerism for peace 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

#### Required Degree Level

Bachelor degree or equivalent

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

**Education - Additional Comments**

**Degree level:** Minimum First-level degree (Bachelor's degree or equivalent) in combination with two additional years of qualifying experience will be accepted in lieu of the advanced university degree.

**Type of Degree:** Law, political science, international relations, or social science, or related discipline, with a specialization in human rights preferred.

**Required experience** 24 months

**Experience Remark**

- Two years of work experience related to the field of human rights.
- Experience working in regional countries is desirable.
- Experience working in a developing, conflict or post-conflict setting is an advantage.

**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Human rights Mandatory

**Area of Expertise Requirement**

- Knowledge of international human rights instruments and tools for the promotion and protection of human rights is required.
- Willingness to work in hardship duty stations is required.
- Knowledge of international humanitarian law is desirable.
- Experience in human rights monitoring and reporting is desirable.
- Experience in research and drafting documents, such as reports, is desirable.

**Need Driving Licence** Yes

**Competencies & Values**

- Accountability
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Professionalism

## Conditions of Service and other information

**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service for International Specialist:**

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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 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**

SSDR001431-8321

#### **Application procedure**

##### **\* Not yet registered in the UNV Talent Pool?**

Please 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?**

Please 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.

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Application deadline: 07-12-2020

doa.apply\_url

<https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTQzMQ==>

#### 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.*

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