

DESCRIPTION OF ASSIGNMENT

Preamble:

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.

- 1. Type of Assignment:** International UN Youth Volunteer
- 2. Type of Assignment Place:** Family Duty Station
UN Youth Volunteer assignments are always without family.
- 3. Assignment Title:** UN Youth Volunteer in Human Rights
- 4. Link to UNV Strategic Framework:** Peacebuilding
- 5. Duty Station, Country:** *Medellín, Colombia*
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February 2018
- 8. Host Agency/Host Institute:** OHCHR Colombia

9. Organizational Context/Project:

The OHCHR Office in Colombia was established in April 1997 as a mechanism for the international observation of the human rights situation within the country. It also offers the international community an opportunity to acquire a better understanding of the complexities of enforcing human rights and humanitarian law in the midst of a multi-actor armed conflict.

There are 12 field offices or presences that are part of OHCHR in Colombia:

Barrancabermeja, Barranquilla, Cali, Cúcuta, Florencia, Medellín, Mocoa, Neiva, Pasto, Quibdó, Tumaco and Villavicencio. There are also plans to expand the field presences to Apartadó, and San José del Guaviare.

As established in the agreement signed by the Government of Colombia and the OHCHR, the Office mandate includes the observation of the human rights situation and the registration of complains concerning human rights violations and breaches of International Humanitarian Law. The Office also provides legal advice and technical assistance to the national authorities and civil society in order to improve the national capacity to protect and promote human rights and to allow the implementation of recommendations made by international mechanisms.

10. Description of tasks:

Under the direct supervision of the Field Coordinator of the Duty Station and the overall coordination of the OHCHR Sub Director for Operations in Colombia and the UNV programme coordinator, the UN Youth Volunteer will undertake the following tasks:

- Assist in conducting field missions in order to gather relevant information and promote change and impact to improve the human rights situation in prioritized communities.
- Assist in receiving complaints and interviewing victims, witnesses of violations on human rights and breaches of international humanitarian law in one or more selected areas under the responsibility of the Office.
- Assist in conducting research and analysis with respect to specific human rights and groups such as indigenous peoples and other ethnic groups in prioritized communities.
- Assist the Coordinator in the preparation of monthly reports, particularly on human rights and international humanitarian law trends in the geographical or thematic area of assignment, including gender-specific issues according with international law.
- Assist the Human Rights Officers in identifying and researching themes (including of political, ethnic, racial, gender, social, economic, nature or causing civil unrest in the country or geographic area), and in maintaining the human rights database up to date.
- Provide support to the Human Rights Officers and Coordinator in the registration and analysis of cases of violations of human rights and breaches of international humanitarian law in the Office database, including proper legal qualification.
- Assist the Human Rights Officers in the preparation of external activities such as workshops, seminars and courses.
- As required upon request of the Coordinator, represent the Field Office at meetings, events or missions to the field.
- Assist the Office to transmit and spread its mandate.

- Review information gathered from the media (emails, websites and press) with a view to summarizing this information according to geographic areas and the Office's main themes. Assistance in the maintenance of information in the Documentation Centre.
- Identify key contacts and opportunities for strategic partnerships to facilitate communication efforts.
- Respond to a variety of inquiries and information requests.
- Perform other tasks as required.

Furthermore, UN Youth 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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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 Youth 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.
- Maintaining regular contact and coordination with the programme coordinator

11. Results/Expected Outputs:

- One or more geographical areas under the responsibility of the office with regard to human rights duly covered according to OHCHR standards.
- Cases of human rights violations duly registered and classified into the Office database to be used for reports and assessments.
- Quality reports in specific areas and themes, according to OHCHR standards.
- Human rights events, courses, seminars and workshops organized successfully and according to UN standards and procedures.
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

12. Qualifications/Requirements (including competencies, values and skills):

- Master's Degree in law, political science or international relations, preferably with a Masters or specialization in human rights and international humanitarian law. Significant relevant experience in the field of human rights and/or international humanitarian law can be accepted in lieu of Masters and/or specialization.
- Demonstrated interest and/or experience (up to 2 years) in the area of protection of human rights and international humanitarian law;
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written Spanish is required, and knowledge of English is an asset;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).
- Have a driving licence (cat B)

UN Youth Volunteers must be between 18 and 29 years for the whole duration of their assignment.

13. Learning expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

14. Living Conditions:

Conditions of living in any of the OHCHR Duty Stations are generally good. There are a variety of activities to encounter while in these cities, from sightseeing to theaters, cinemas, cultural and sport activities, and restaurants that offers typical local and regional food as well as international cuisine.

Medical services in main cities (private clinics and hospitals) are available. Visitors are advised that some clinics request a down payment before they admit a patient, even in emergency situations. Visitors should take medical precautions and advice should be sought before travel. Travelers to Urabá, Choco, Córdoba, Putumayo, Vichada, Guainía, Guaviare, Meta, Amazonas, Casanare, Vaupes, Norte de Santander and Caquetá must have yellow fever, malaria, measles and varicella inoculation certificates since some airlines require passengers to carry current health documents.

Rural areas continue to be affected by activities of illegal armed groups (FARC, ELN, and newly emerging armed groups) and by confrontations between them and the Colombian Armed Forces. Upon arrival to Bogotá, all visitors must contact the UN Department of Safety and Security (UNDSS) and receive a security briefing for temporary or permanent deployment in Colombia. Each UN Agency is responsible for making the arrangement for their respective staff to attend the security induction briefing. For all visitors and newly assigned staff members both “Basic Security in the Field” and “Advanced security in the field” training course certificates are mandatory.

15. Conditions of Service for International UN Youth Volunteer

The duration of your assignment is 12 months.

A volunteer receives a Volunteer Living Allowance (VLA) per month and 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\$1270. The VLA base rate is a global rate, while the PAM is 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 example, if the PAM for the current month is 54.6%, then the VLA for that month will be $US\$1270 \times 1.546 = US\1963 .

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 also 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 the final repatriation travel (if applicable). A 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.

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