

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### MEXR000088--UN Youth Volunteer in Human Rights Monitoring

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>	Mexico
<b>Host Institute</b>	UN Office of the High Commissioner for Human Rights
<b>Volunteer Category</b>	International Youth
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	15-02-2021
<b>Duty Station</b>	Mexico City [MEX]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

UN Youth Volunteer assignments are always without family.

#### Living Conditions

- Family duty station A
- Very good infrastructure (health, housing, banking transportation, telecommunications and recreational facilities)
- Adequate schools. There is no lack of private schools, although the number of bilingual or bicultural schools is not high.

## Assignment Details

**Assignment Title** UN Youth Volunteer in Human Rights Monitoring

#### Organizational Context & Project Description

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OHCHR's office in Mexico works to ensure that institutions, Government authorities, and the United Nations Country Team have adequate information, understanding, and skills to identify human rights concerns and to develop measures to address them effectively. OHCHR-Mexico also works to ensure that civil society and human rights victims have increased awareness of human rights standards and mechanisms.

Main activities are focused on technical cooperation and legal advice on harmonization of legislation, development of indicators on human rights, support the elaboration of public policies with human rights based approach, follow-up the international recommendations, gender and human rights, amongst other issues, and monitoring of human rights situation throughout the country, with emphasis on grave human rights violations (such as enforced disappearances and torture) as well as the situation of human rights defenders and journalists and the right of indigenous peoples to prior consultation. The overall objective of the Office is to strengthen national and local governmental and civil society organizations in order to help bridge gaps in human rights implementation (knowledge, capacity, commitment and security) at the national level.

OHCHR-Mexico is divided into several functional units: Administration, Grave Human Rights Violations, Gender and ESCR, Democratic Space, Vulnerable Groups, Indicators and Public Communications. The UNV would be part of the Democratic Space Unit, which currently consists of a coordinator (international staff) and an international UNV. The Democratic Space Unit personally receives complaints of alleged human rights violations and gives legal orientation to victims, particularly human rights defenders and journalists. The Democratic Space Unit also participates in field missions to follow up cases of alleged human rights human, meeting with victims, family members of victims, local NGO's and government authorities. The Democratic Space Unit members collaborate in the activities of the task forces created in the Office around the main issues, such as: torture, disappearances and the right of indigenous people to prior consultation, among others. In addition, the Democratic Space Unit prepares mission reports, reports for UN Special Procedures and headquarters in Geneva.

## **Sustainable Development Goals**

### 16. Peace, Justice and Strong Institutions

#### **Task description**

Under the direct supervision of the Coordinator of Democratic Space Unit, the UN Volunteer will undertake the following tasks:

- Contribute to research and collect information pertaining to human rights issues through monitoring human rights situations at the field level and from a variety of data sources (e.g. communications, publications, the press) to keep abreast of issues/events and provide up-to-date information;
- Participate in interviews with human rights victims, particularly human rights defenders and journalists, relevant authorities and civil society organizations as part of the documentation of cases;
- Assist in the analysis of information regarding substantive matters in the field of human rights, particularly related to human rights defenders, journalists and freedom of expression, and recommend actions to be taken;
- Assist in drafting inputs for reports, communications for UN reports and correspondence relating to human rights matters;
- Provide inputs for meetings with relevant authorities to assist in strengthening their capacity for protection and promotion of human rights;
- Perform other tasks 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**

- Provision of monitoring and analysis of human rights situation and individual cases of human rights violations.
  - Analytical mission reports for all field missions.
  - Accurate new and updated cases in the human rights database.
  - Contribution to communications on cases or human rights situations.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)

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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

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**Required Degree Level** Master degree or equivalent

### Education - Additional Comments

Advanced degree in law (Masters or equivalent), international relations, social/political science or a related field, preferably with a specialization in human rights.

**Required experience** 3 months

### Experience Remark

Demonstrated interest and/or experience (ideally one year) in the protection/promotion of human rights and related areas. Field experience and knowledge of the Latin American Region is an asset.

Motivated to contribute towards peace and development and to serve others.

### Language

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

### Area of Expertise

- Other development programme/project experience Mandatory

### Area of Expertise Requirement

### Age requirement

UN Youth Volunteers should be between 18 and 29 years old throughout the duration of their service.

### 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.

**Need Driving Licence**

Yes

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

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

**Conditions of Service:**

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.

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A UN 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 (choose from the drop down menu the appropriate rate here): US\$1,321. 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 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 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.

#### **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)

**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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