



UN YOUTH VOLUNTEER 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 Youth 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 Youth 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. **UNV Assignment Title:** **UN Youth Volunteer in Human Rights and Youth**
2. **Type of Assignment:** **International UN Youth Volunteer**
3. **Project Title:** **IPDH¹ National Human Rights Volunteer programme**
4. **Duration:** **12 months**
5. **Location, Country:** **Guatemala City, GUATEMALA**
6. **Expected Starting Date:** **Feb/Mar 2015**
7. **Brief Project Description:**

The Office of the Guatemalan Human Rights Ombudsperson's Youth Ombudsperson² program promotes active participation of Guatemalan youth (young men and women) in the promotion and implementation of the Office's constitutional mandate. In 2014 the Youth Ombudsperson team will launch National Human Rights Volunteer program – *PNV Programa Nacional de Voluntariado IPDH*.

The National Volunteer Network for Human Rights includes the following volunteer modalities: a) Specialist, b) Electoral, and c) Emergency volunteers. The national programs seeks participation of university students and youth throughout the country (urban and rural contexts) who will dedicate their time as volunteers to the promotion, monitoring and observation of human rights within the mandate of the Ombudsperson in a temporary, specialized or emergency response capacity. The Office of the Guatemalan Human Rights Ombudsperson's, in coordination with the Youth Ombudsperson program will provide training and orientation for the youth volunteers.

The National Volunteer Network for Human Rights internal requests for volunteers from different sections of the Ombudsperson's office. Volunteers will receive training, identification and supervision within the institution, and will be constantly informed of institutional campaigns and initiatives.

In 2015, the program will be extended to include Election Volunteers, in preparation for the General Presidential Election, Congresspersons, Municipal and Central American Parliament election process. The Ombudsperson's Office estimates that 4 volunteers (2 male, 2 female) will be required for each Municipality (337) on a national level, with a higher number of volunteers assigned to

¹ Institución del Procurador de los Derechos Humanos, Guatemala.

² Defensoría de Juventud IPDH



Guatemala City. It is estimated that this program will mobilize over 1,500 youth volunteers. The UN Youth Volunteer will provide technical support for the Youth Ombudsperson's team in implementing the volunteer database, processing information, volunteer accreditation, monitoring and support for volunteers, with the overall objective of assisting the Ombudsperson's office to monitor the human rights during the election process.

8. Host Agency/Host Institute: Office of the Guatemalan Human Rights Ombudsperson/UNV

9. Organizational Context:

The Office of the Guatemalan Human Rights Ombudsperson is divided into Administrative and Institutional legal sections. The Ombudsperson oversees the institutional sections, and is supported by 2 assistant Ombudspersons. The legal section of the Ombudsperson's office includes sub-sections such as the Youth Ombudspersons program, amongst 15 other sections. The UN Youth Volunteer will be assigned to the Youth Ombudspersons program team, and will report directly to the Youth Ombudsperson, Mr. Abned Paredes, who supervises a team of four officials.

In support of the National Volunteer Network for Human Rights the UN Youth Volunteer will assist the Youth Ombudspersons program team with general aspects of managing and coordinating the volunteer network. They will coordinate with the team, establish working relationship with the volunteers and coordinate with sub-sectional divisions of the Ombudsperson's office in different states in Guatemala, as well as different sections of the office that request volunteers.

10. Type of Assignment Place: assignment without family

11. Description of tasks:

Under the guidance and support of the Youth Ombudsperson, Mr. Abned Paredes, the UN Youth Volunteer will:

- Classify and archive volunteer profiles
- Add profiles to the volunteer database
- Monitor and evaluate impact of the volunteer program
- Provide input and contribute to the final report on the impact of the volunteer program.

12. Results/Expected Output:

- Monitoring and evaluation of volunteer program functioning efficiently and effectively
- Volunteer database maintained up to date
- At least one publication in Volunteer Voices highlighting experience published per 6 months of assignment
- Volunteering best practice event held with other volunteer involving organizations in Guatemala City.
- Monitor and evaluate impact of the volunteer program

13. Qualifications/Requirements:

- Tertiary studies in social science, or similar
- Demonstrated interest and/or experience in human rights, in particular youth human rights in Latin America and/or Guatemala.
- 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;

United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



- 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.
- 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).

14. 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, host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. Host agencies are also expected to provide, at their expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to the host agency's personnel.

Furthermore, the UN Youth Volunteer is encouraged to:

- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the 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 volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the 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.

15. Living Conditions:

Guatemala is classified as category "B" family duty station by the International Civil Service Commission. UNV Interns are assigned to UN Agencies/Funds/Programs based in Guatemala City, a modern city with provision of all basic services. **UN Youth Volunteer** must comply with UNDSS security standard, regulations and policies as well as those of their host Agency. For more information on the UN System in Guatemala please consult: www.onu.org.gt



16. Conditions of Service

A 12 month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,715; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

17. How to apply:

This modality aims to mobilize Youth between 23 and 29 years old. Since this UN Youth Volunteer assignment is funded by AECID, only Spanish nationals can apply.

If you are not a candidate in the UNV database, please apply by registering your profile through the following link: <http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH14GUA000566>

Important : Once you have created your UNV account and after validating your email address, please complete all sections of your profile and make sure the correct advertisement code '**YTH14GUA000566**' is selected in the 'Special Recruitment' tab of MyProfile. Your application can only be considered once you have clicked on the green 'Submit My Profile' button. As a confirmation of your successful registration, you will receive an email with your UNV roster number.

If you already are a candidate in the UNV database, please update your profile through: <http://MyProfile.unv.org> and select the code '**YTH14GUA000566**' from the drop down list in the 'Special Recruitment' tab.

Please take note of the **closing date indicated in the general instructions in AECID's website in order to apply to these Youth UNV assignments**. Profiles of interested applicants must be fully registered in the UNV database of candidates before such date. Only short-listed candidates will be contacted.