



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 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. **UNV Assignment Title:** UN Youth Volunteer in Legal and Security Issues
2. **Type of Assignment:** International UN Youth Volunteer
3. **Project Title:** Common Law Legal System and Security in the Caribbean Region
4. **Duration:** 12 months
5. **Location, Country:** Lima, Peru
6. **Expected Starting Date:** Feb/Mar 2015

7. Brief Project Description:

UNLIREC's Legal Unit aims to expand the capacity and knowledge of Caribbean States to implement international disarmament agreements with a view to strengthening the implementation and reporting on these instruments, including the UN 2001 PoA on Small Arms, UN Firearms Protocol, International Tracing Instrument (ITI), CIFTA Convention, UNSCR 1540(2004) on the non-proliferation of weapons of mass destruction, UNSCR 1325(2000) and UNGA 65/69, Biological and Toxin Weapons Convention (BTWC), Treaty of Tlatelolco, sub-regional instruments, among others. UNLIREC support to States translates into capacity-building seminars and workshops, legal assistance, and dissemination of disarmament material.

8. **Host Agency/Host Institute:** United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC)

9. Organizational Context:

The Regional Centre is one of the three UN Regional Centres for Peace and Disarmament established by the UN General Assembly under the framework of the United Nations Office for Disarmament Affairs. The GA mandate is "to provide, upon request, substantive support for the initiatives and other efforts of Member States of their respective regions for the implementation/towards the realization of measures of peace and disarmament".

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC) was created by a GA resolution in 1986 with its headquarters in Lima, Peru. The Centre's mandate is to provide "on request, substantive support for the initiatives and other activities of the Member States of the Latin American and the Caribbean region for the implementation of measures for peace and disarmament and for the promotion of economic and social development".

United Nations Volunteers

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



The Latin American and Caribbean region ranks as one of the most violent regions in the world. Armed violence and crime related to the illicit trafficking of firearms pose threats to democracies of the region and impede socio-economic development and the sustainable prosperity of its citizens.

UNLIREC seeks to advance the cause of sustainable disarmament in Latin America and the Caribbean by addressing the peace and security needs of the region, in coordination with its partners, through the enhancement of public security; promotion of confidence-building measures; engagement in advocacy efforts; and assistance in the elaboration of policy-making and implementation of international disarmament instruments. UNLIREC also aims at increasing national capacities for self-sustaining peace and development in order to contribute to a better quality and standard of life for citizens by acting as a catalyst, platform of activities and technical disarmament service provider.

10. Type of Assignment Place: Assignment without family

11. Description of tasks:

The primary responsibility of the UN Youth Volunteer will be to assist the Director and the Legal Coordinator in the planning and implementation of the Public Security and Disarmament Advocacy Programmes. To this end, the UN Youth Volunteer will perform the following tasks:

- (a) assist in the preparation of technical legal assessments, with a special focus to the States of the Caribbean region;
- (b) assist in the elaboration of depth legal studies and comparative legal studies of the national laws regarding the international instruments on disarmament with specific focus on small arms and light weapons, as well as chemical, biological, radiological and nuclear (CBRN) agents and their means of delivery;
- (c) help coordinate with the relevant national authorities for the organization of seminars and workshops;
- (d) carry out research and provide advice on trends and developments in the area of international instruments relates to disarmament and arms control, and develop as appropriate practical tools;
- (e) assist in the coordination and the implementation of its various logistic and programmatic components, such as events, courses, field missions undertaken within the Public Security and Disarmament Advocacy Programmes;
- (f) assist in the preparation and analysis of project proposals and budget, for activities, ensuring that required information is included and justified in terms of proposed activities;
- (g) update and maintain the Centre's website, its newsletter and public outreach on the projects;
- (h) contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc., and draft a variety of correspondence; and
- (i) carry out ad hoc tasks assigned by the Director of UNLIREC and perform other duties as required.

12. Results/Expected Output:

Following the assignment, the UNV in Common Law will have acquired:

- in-depth knowledge of the workings of the United Nations;
- in-depth knowledge of peace, disarmament and security issues in Latin America and the Caribbean;
- substantive knowledge of the work of the UN in the field of peace and security, and more specifically on the legal initiatives carried out in the region for the effective implementation of the international instruments at the regional and sub-regional levels;
- project management and project development experience, specifically in developing training disarmament related activities;
- technical skills in implementing projects in the field, and organizing workshops and conferences in different countries of the region;
- exposure to a wide range of actors in the region, and to the operation of the UN system in the field, its programmes as well as its outreach;
- sharpened analytical and drafting skills, and improved management of complex processes; and



- experience working in a multicultural environment.

13. Qualifications/Requirements:

Education:

- Advanced university degree in legal studies, with specific knowledge of Common Law is required.

Work Experience:

- At least one year of professional experience in programme management in the field of legal affairs;
- Some prior work experience with projects related to legal assistance, Common Law, peace, disarmament and security would be an asset;
- Knowledge of security and political issues in Latin America and the Caribbean;
- Familiarity with the United Nations system would be useful.

Languages:

- An excellent written and oral language skill in English is required.
- Knowledge of other languages of the region (Spanish, Portuguese and/or French) would be an asset.

Other skills:

- Excellent drafting and organizational skills;
- Ability to carry out research and initiate new ideas;
- Team-work orientation and ability to work under pressure is essential;
- Good knowledge of Latin American and Caribbean issues is desirable;
- Familiarity with the United Nations is useful;
- Computer skills.

UN competencies:

- **Professionalism:** Has good research, analytical, evaluative and problem-solving skills. Has liaison and negotiating skills. Has knowledge and understanding of theories, concepts and approaches relevant to gender mainstreaming in peace and security work. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Has proven ability to facilitate institutional planning, project implementation and evaluations. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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.
- Collaborate for at least 5% of time with the UNV Peru Field Unit

15. Living Conditions:

Lima is the capital of Peru and is the largest and most populated city of the country. It is located on the central coast of this country, along the Pacific Ocean, where it forms a continuous urban area extends over the valleys of the Chillón, Rimac and Lurín rivers, within the provinces of Lima and Callao.

The Peruvian capital, with a population of 8,473,000 inhabitants, hosts approximately one third of the total Peruvian population and reflects the ethnic and cultural diversity of the country.

Lima's climate is quite peculiar with high levels of humidity and low precipitation. In spite of being located in a tropical area, 12 degrees south latitude and almost at sea level, Peru's central coast has a series of microclimates due to influential outliers and the cold Humboldt Current that flows from the Antarctic, the proximity of the Highlands and the tropical location. All of this gives Lima a subtropical, arid and humid at the same time.

Lima's climate is warm without excessive heat or cold extremes that require heating at home. The average annual temperature is 18.5 to 19° C, with a maximum annual summer about 29° C. Summer, December to April, has temperatures ranging between 28 and 21° C. Winter season runs from June to September, with temperatures ranging between 19 and 12° C, with 8° C the lowest temperature tested historically. Springtime and autumn (September, October and May) have mild temperatures ranging between 23 and 17° C.

On the other hand, the relative humidity is extremely high (up to 100%), producing persistent fog from June to December, when summertime begins and clouds are lower. It is sunny, humid and hot during summertime (December-April), and cloudy and mild during wintertime (June to September). The rain is almost nil.

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Lima is connected to the rest of the country through the Pan American Highway and the Central Highway. The capital city is connected with all cities of the coast through the Pan American Highway, which runs parallel to the sea. Because of its location in the center of the Peruvian coast, Lima is the confluence of major highways, connecting it with all surrounding countries. Lima is a natural regional hub: the Jorge Chavez International Airport, located in Callao (Lima's port), is the country's largest terminal and has convenient connections for domestic and international destinations. As for the cargo, the port of Callao concentrates most of the domestic shipping.

All services are available in the capital. Missions and official movements should be reported to UNDSS.

16. Conditions of Service

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,604 (*please complete the required information*); 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=YTH14PER000199>

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 '**YTH14PER000199**' 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 '**YTH14PER000199**' 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.