



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1690887351500032

**VMAM Id** 1690887351500032

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Gender Equality and Women's Rights Specialist

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| <b>Host Entity</b>                  | UNDP                                  |
| <b>Country of Assignment</b>        | Mexico                                |
| <b>Duty station</b>                 | Mexico City,                          |
| <b>Volunteer Category</b>           | International UN Volunteer Specialist |
| <b>Number of UN Volunteers</b>      | 1                                     |
| <b>Duration</b>                     | 24m                                   |
| <b>Possibility of Extension</b>     | No                                    |
| <b>Expected Start Date</b>          | 10/01/2022                            |
| <b>Sustainable Development Goal</b> | 5. Gender equality                    |
| <b>Disabilities</b>                 | No                                    |

## DOA Details

**Organisation mission and objectives** Update

**Assignment context** Mexico's UNDP Country Office has identified that the prevalence of high rates of violence is one of the main challenges for consolidating effective governance in the country. A factor related to the high rates of violence in Mexico is the large number of weapons circulating illegally throughout the national territory. According to the government's statistics, Mexico ranks sixth place within the countries with more armed civilians. As part of its commitment to supporting effective policies to prevent violence, UNDP Mexico is currently collaborating with the Ministry for Public Security and Citizen Protection to support the Peace Fairs and Voluntary Disarmament Programme. The selected candidate will strategically support the Country Office to revamp the current Effective Governance and Democracy Unit's offer. Precisely, addressing peacebuilding challenges in Mexico, build capacities, exchange knowledge, and support top-quality advisory services to relevant stakeholders. Also, the UNV will contribute to position UNDP as a leading UN agency in promoting peacebuilding and conflict prevention, from an approach that considers its nexus with the 2030 Agenda.

**Task description**

Under the direct supervision of the Gender National Officer, the UN Volunteer will undertake the following tasks:

- Support integration of gender dimensions in the UNDP programmes: effective governance and democracy; socio-economic development and environment, environment and resilience; as well as in the operations area.
- Support mainstreaming of the gender approach both in the administrative-financial processes of the office and in the projects of cost sharing and UNDP financed.
- Contribute to policy advice on gender mainstreaming in UNDP programmes and Government's policies and measures. Support programme and project teams from both clusters in developing and implementing gender-responsive innovative approaches for gender equality.
- Provide technical assistance in the preparation of documents, work plans, joint programming and reports on gender equality and women's rights.
- Support compilation, analysis and presentation of data, briefs and fast facts on gender equality to strengthen evidence-based policies and programmes and advocacy.
- Managing the knowledge storing and contribute to sharing the gender equality efforts of UNDP Mexico.
- Contribute to systematic reporting and communications of the results of UNDP's work for gender equality in Mexico, in coordination with the communications team.
- Support the Gender Equality Seal strategy.
- Take part in thematic spaces about gender equality.
- Support the National Officer in preparing proposals, applications, and funding requests for new gender initiatives. 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 in-stance 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 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.

The results and expected outputs of the assignment are:

- Develop capacity to integrate gender dimensions in development programming
- Develop capacity to report on gender mainstreaming results
- Develop capacity to produce successful awareness campaigns and communications materials

- 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

## Eligibility Criteria

**Age** 27-80

**Nationality** INTERNATIONAL

**Additional eligibility criteria**

This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility on the JICA website ([https://www.jica.go.jp/volunteer/obog/career\\_support/unv/index.html](https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html)). The assignment is planned to start October/November 2022.

## DOA Requirements

## DOA Requirements

**Required education level** Bachelor degree or equivalent

**Area(s) of specialisation** political and social studies, or Human rights, or gender, or international relations, or international law.

## Required experience

**Required experience** <sup>3</sup>

**Required skills and experience**

one or more of the following areas: gender mainstreaming, human rights, gender equality, women empowerment, gender-based violence. Relevant experience in other areas or institutions, as well as the private sector, will also be considered. Skills and experience description

- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly desirable.
- Experience working in gender issues and/or human rights.
- Understanding or familiarity with gender issues and gender-based violence in Latin America and Mexico will be considered an asset.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team dedicated to serve others.
- Flexible and open to learning and new experiences.
- Respect for diversity and adaptability to other cultures, environments and living conditions.
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

## Language

| Language | Language skills   | Language requirement |
|----------|-------------------|----------------------|
| English  | Working knowledge | Yes                  |
| Spanish  | Working knowledge | Yes                  |

## Area of Expertise

- Community development
- Legal affairs
- Development programmes

**Driving license required** No

**Type of driving licenses**

**Competencies and values**

- Adaptability and Flexibility - Building Trust - Commitment and Motivation - Commitment to Continuous Learning - Communication - Creativity - Ethics and Values - Integrity - Knowledge Sharing - Planning and Organizing - Professionalism - Respect for Diversity - Working in Teams

## Other information

**Living conditions and other remarks**

Mexico City is the capital of the United Mexican States. It is in the center of the country, at an altitude of 2,300 meters above sea level. It covers a total area of 1,485 square kilometers and its population is approximately 8.8 million people. Climate: Daily high temperature is around 26°C throughout the year, exceeding 29°C or dropping below 22°C. Daily low temperatures range from 9°C to 11°C, falling below 6°C or exceeding 13°C. Carrying a light sweater is strongly recommended. Local currency: The national currency is the Mexican peso (\$). The exchange rate against the United States dollar fluctuates around 22.00 pesos. The official exchange rate can be found by visiting the following link: [www.banxico.org.mx/portal-mercado-cambiario/index.html](http://www.banxico.org.mx/portal-mercado-cambiario/index.html). Money may be exchanged in hotels, at the airport, banks and bureaux of change. Banking hours are 9 a.m. to 4 p.m., Monday to Friday. You MUST present your passport in banks. Credit and debit cards are accepted in most commercial establishments; however, it is recommended that you carry some cash, as there are small establishments that do not accept credit cards. Local time: Mexico City's time zone is UTC/GMT-6 Electricity: 110 volts, 60 hertz (similar to the United States), and wall sockets may be for two- or three-pin plugs. Visitors wishing to use devices not designed for use in North America should bring an adapter with a voltage transformer. Water: Drinking tap water is not recommended; visitors are advised to consume only boiled or bottled water. Sales tax and tipping: Value added tax of 16% is levied on most products and services. In restaurants it is customary to leave a tip of between 10% and 15% of the total bill. Altitude: Mexico City stands at 2,239 meters above sea level, and visitors may experience some discomfort. Emergency phone numbers: Within Mexico City 911 Emergencies 5658-1111 LOCATEL (Public directory enquiries service) <https://www.unv.org/>