



NACIONES UNIDAS
DERECHOS HUMANOS
OFICINA DEL ALTO COMISIONADO

Colombia

Ref.: ADM/117/2015/AMB/CM

**ANUNCIO DE VACANTE OACNUDH COLOMBIA
2015-07 CONSULTANT PLANNING AND MONITORING
SERVICE CONTRACT**

PARA: Agencias, Fondos y Programas SNU Colombia /candidatos internos /candidatos externos

DE: Andrea Echazu
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OACNUDH Colombia

FECHA: 07 de Abril de 2015

ASUNTO: Anuncio de Vacante 2015-07, SB-3 Consultant Planning and Monitoring

La Oficina en Colombia del Alto Comisionado de las Naciones Unidas para los Derechos Humanos ha abierto una vacante para el cargo “Consultor/a Nacional para la Unidad de Planeación, Monitoreo y Evaluación”, nivel SB-3, contrato de servicios (Service Contract), con sede en Bogotá. Se adjuntan los Términos de referencia (también disponibles en www.hchr.org.co sección “ver vacantes”).

Las personas interesadas en aplicar a este cargo deben tener en cuenta lo siguiente:

- 1. Enviar su hoja de vida únicamente en el Formulario P11 (UN Personal History Form) debidamente diligenciado y firmado y guardado en formato Word o PDF (formulario disponible en www.hchr.org.co, sección “VER VACANTES”). LAS HOJAS DE VIDA RECIBIDAS EN CUALQUIER OTRO TIPO DE FORMATO Y SIN FIRMA NO SERAN TENIDAS EN CUENTA DENTRO DEL PROCESO DE SELECCIÓN.**
- 2. Sólo serán considerados/as los/las candidatos/as que tengan nacionalidad colombiana.**
- 3. Las personas que no cumplan con los requisitos exigidos (experiencia, educación e idiomas) por favor abstenerse de enviar su aplicación.**
- 4. Todas las aplicaciones deben ser enviadas al correo electrónico recursoshumanos@hchr.org.co. INDICAR CLARAMENTE EN EL ASUNTO EL TÍTULO Y NÚMERO DE REFERENCIA DE LA CONVOCATORIA: 2015-07 CONSULTANT PLANNING AND MONITORING. La fecha límite para la recepción de aplicaciones es el Miércoles 22 de Abril de 2015.**

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5. “Naciones Unidas está comprometida en lograr la diversidad laboral al interior de su oficina en términos de género, nacionalidad y cultura. Individuos de grupos sociales minoritarios, grupos indígenas y personas con discapacidad están por igual alentados a aplicar. Todas las aplicaciones laborales serán tratadas con la más estricta confidencialidad”.

NOTA: La Oficina de Naciones Unidas para los Derechos Humanos se pondrá en contacto únicamente con las personas seleccionadas para pruebas/entrevista. La sede de trabajo es Bogotá y la Oficina de Naciones Unidas para los Derechos Humanos no se hará responsable por los gastos de traslado de los(as) candidatos(as) para la realización del proceso de selección (pruebas técnicas, entrevistas) y/o de los gastos de instalación del candidato(a) seleccionado(a) en caso de que se encuentre fuera de la ciudad sede de trabajo.

Reciban un cordial saludo.



CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

UNITED NATIONS HIGH COMMISSIONER FOR HUMAN RIGHTS OFFICE IN COLOMBIA (OHCHR)

National Consultant – Planning and Monitoring

Area of work:	Planning, Monitoring and Evaluation Unit (PME)
Title:	Consultant Planning and Monitoring
Type of contract:	Service Contract
Duration:	Until 31 December 2015
Location:	Bogotá
Supervisor:	PME National Program Officer
Salary:	SB-3
Application Deadline:	22 April 2015
Applications should be sent to:	recursoshumanos@hchr.org.co

BACKGROUND:

The Office of the High Commissioner for Human Rights (OHCHR) is mandated to promote and protect the enjoyment and full realization, by all people, of all rights established in the Charter of the United Nations and in international human rights laws and treaties. OHCHR is guided in its work by the mandate provided by the General Assembly in resolution 48/141, the Charter of the United Nations, the Universal Declaration of Human Rights and subsequent human rights instruments, the Vienna Declaration and Programme of Action the 1993 World Conference on Human Rights, and the 2005 World Summit Outcome Document.

The mandate includes preventing human rights violations, securing respect for all human rights, promoting international cooperation to protect human rights, coordinating related activities throughout the United Nations, and strengthening and streamlining the United Nations system in the field of human rights. In addition to its mandated responsibilities, the Office leads efforts to integrate a human rights approach within all work carried out by United Nations agencies.

OHCHR has a four year Management Plan, the current one being for 2014 – 2017. The Plan is built around six thematic priorities / strategies, Expected Accomplishments, Outputs, Activities, indicators and targets. By defining targets and more precisely outlining its intended results, OHCHR is demonstrating its commitment to being held accountable for its performance. At the field level, this Plan is broken down to a four-year Country Note and Annual Work and Cost Plans.

OHCHR Colombia is the largest field presence with more than a hundred staff. Besides receiving contributions from voluntary funds it also receives bilateral funds from donors in-country which can be used for specific project activities.

GENERAL OBJECTIVE:

The consultancy aims to contribute to the overall planning and monitoring of the Office's programme and projects.

KEY RESPONSIBILITIES

1. Support field office, programme and project staff to monitor changes in the – Office and Unit Annual Work Plans, determining progress toward achieving results and providing advice on necessary adaptations and changes.
2. Support field office staff in the implementation of monitoring tools to assess the progress made in the strategies in each of OHCHR's prioritized communities.
3. Provide technical assistance and advice to field office, programme and project staff to ensure the proper functioning of both internal accountability mechanisms (e.g. internal reports, Performance Monitoring System - PMS) and external ones (e.g. donor and public reports).
4. Provide technical assistance in the design, formulation, implementation, reporting and monitoring of donor projects, ensuring alignment with the Country Note, Annual Work Plan and donor requirements, ensuring that both a results-based management (RBM) and human rights-based approach (HRBA), including a gender approach, are taken into consideration.
5. Train staff in RBM, the use of the Performance Monitoring System (PMS) and incorporation of the HRBA.
6. Perform any other duties as assigned by the direct supervisor.

REQUIRED QUALIFICATIONS:**Education:**

- Master's degree in social sciences, administration, international relations, human rights or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

- Must have a minimum of 2 years of professional experience at the national or international level working in the field of programme and / or project management, including knowledge of RBM and HRBA.
- Experience in writing of reports in both Spanish and English is required.
- Experience in working with donor funds/projects is required.
- Additional years of relevant experience in programme and / or project management will be an asset.

Languages:

- Fluency in both oral and written English and Spanish is required. Language skills will be tested.

Competencies:

- Professionalism: Candidate must have an excellent knowledge of RBM and HRBA. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Planning and organization: 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.
- Team work: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise. Is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- 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.

Others:

- Must be registered to the national social security system (health and pension).
- Must be willing to travel out of the duty station.