



## OHCHR GUATEMALA

### I. Position Information

Job code title:	<b>Legal and Gender Analyst</b>
Pre-classified Grade:	ICS-8
Supervisor:	Strategic Litigation Unit
Period:	12 months with possibility of extension, subject to availability of funds

### II. Organizational Context

Under the guidance of OHCHR-Guatemala Representative and direct supervision of the Strategic Litigation Unit Coordinator, the Legal and Gender Analyst contributes to the implementation of OHCHR global management objectives 2018-2021 (OMP) with regard to the pillar on enhancing equality and countering discrimination, with a focus on women; in particular by "intensifying the role of women's human rights". The analyst will work in the framework of the results foreseen in the Program "Strengthening the rights of indigenous women and other women discriminated against in Guatemala".

The Legal and Gender Analyst provides technical advice to state actors and representatives of civil society, non-governmental organizations, UN agencies and individuals. He/She promotes the respect and protection of international human rights standards and the implementation of the recommendations formulated by international human rights bodies and mechanisms.

The Legal and Gender Analyst provides technical assistance to the OHCHR staff in Guatemala and coordinates activities of his/her area assigned. The Legal and Gender Analyst schedules and works closely with the teams on the various thematic units to ensure timely production of outputs, to contribute to the work of the Office as a whole, and to cooperation and joint actions with other UN Agencies and Government officials, multi-lateral and bi-lateral donors and civil society in line with OHCHR- Guatemala annual work plan, outputs and objectives

### III. Functions / Key Results Expected

#### Summary of key functions:

- Provides legal/technical assistance to indigenous women organizations and other women organizations, State actors and institutions, and other OHCHR-Guatemala partners.
- Provides technical assistance for the implementation and monitoring of the strategic litigation unit operational plan.



- Supports the gender mainstreaming in the implementation of the strategic litigation unit operational plan and the design of a gender strategy for OHCHR Guatemala

**1. Provides legal technical assistance to indigenous women and other discriminated women organizations, State actors and institutions and other OHCHR partners.**

- Provides technical support to organizations and rights holders for the development of communication and advocacy strategies that aim at mainstreaming gender, including gender analysis, gender data and apply women's international human rights standards.
- Provides support for the inclusion of gender analysis, gender data, and women's international human rights standards in the strategies of litigation cases to be presented before the justice system and/or administrative bodies.
- Provides technical support for the incorporation of women's rights international standards, gender analysis and gender data by the duty bearers' in their strategies, actions and policies for the fulfillment of women's rights.

**2. Provides technical assistance for the implementation and monitoring of the strategic litigation unit operational plan**

- Provides technical assistance in the reporting and delivering of grants to civil society organizations.
- Participates and reports at the coordination meetings convened by the Strategic Litigation Unit and/or by other parts of the Office in Guatemala
- Provides substantive input and analysis to OHCHR Guatemala Representation when required.
- Participates in technical meetings with rights holders, civil society organizations and duty bearers and donors.
- Participates in human rights monitoring and capacity building field missions when required.
- Prepares, according to the OHCHR monitoring indicators, quarterly reports, and an annual narrative report that includes: i) the activities carried out; ii) documents produced; iii) minutes of meetings and progress reports; iv) systematization of advisory, facilitation and accompaniment activities and their results.

**3. Supports the gender mainstreaming in the implementation of the strategic litigation unit operational plan and the design and implementation of a gender strategy for OHCHR Guatemala**

- Supports the design and implementation of a gender stocktaking and strategy for the OHCHR office in Guatemala.
- Supports in gender mainstreaming in OHCHR- Guatemala's annual report, monthly reports and thematic reports as required.
- Reviews OHCHR Guatemala documentation tools to assist with or enhance gender mainstreaming.
- Supports the strengthening of OHCHR capacities in Guatemala to monitor and report on the situation of women in the country.
- When required participates in meetings with OHCHR Guatemala allies and partners regarding gender.



#### IV. Impact of Results

The Analyst's key results have an impact on the success of gender mainstreaming in OHCHR-Guatemala country programme within specific areas of strategic litigation cases. In particular, the key results have an impact in the design, implementing and programming of the activities related to the promotion and protection of the rights of indigenous women and other discriminated women.

#### V. Competencies and Critical Success Factors

- **Professionalism** - Knowledge of the international human rights standards, and women's rights standards and their practical implementation and exposure to a range of human rights issues, to include approaches and techniques to address sensitive problems. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; ability to analyze and synthesize information including ability to evaluate and integrate information from a variety of sources and assess impact on the human rights situation. 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
- **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 and 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.
- **Teamwork** - 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.



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## VI. Recruitment Qualifications

Education:	Advanced degree (Master's degree or equivalent degree) in Gender, Law, International Relations, Political Science or other related fields is required. A first-level university degree in Law or a relevant social science in combination with two additional years of qualifying experience in gender may be accepted in lieu of the advanced university degree.
Experience:	Up to 2 years of progressively responsible and relevant experience in women's human rights and gender perspective at national or international levels is required. Previous experience working with the United Nations or other international organization is an advantage.
Language Requirements:	Fluency in Spanish and knowledge of English is required. Knowledge of a Mayan language will be considered an advantage.