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COMMISSARIAT AUX DROITS DE L'HOMME • OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS  
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## **Call for applications:**

### **Fellowship Programme of the UN Human Rights Office -Humanitarian Funds**

**Fellowship vacancy from 1 March to 31 December 2020**

**(Application deadline: 19 December 2019)**

The United Nations Human Rights Office manages two Humanitarian Funds: the United Nations Voluntary Fund for Victims of Torture and the United Nations Voluntary Trust Fund on Contemporary Forms of Slavery. Each Fund is mandated to channel direct assistance to victims of these human rights violations, through grants to civil society organizations.

The Humanitarian Funds run a fellowship programme, which aims to give young professionals with experience working for human rights organizations, notably on issues related to victims of torture and/or modern slavery, the opportunity to gain first-hand knowledge and skills of these issues within the United Nations system.

Through this programme, fellows will gain working-level experience with the United Nations human rights system in the field of torture and slavery, including the evaluation and management of grants. Upon completion of the programme, fellows will bring back acquired capacity and skills to their community and/or organization.

- **This call for applications (open until 19 December 2019) is for two fellowship positions, assigned to the Humanitarian Funds Secretariat, within the United Nations Human Rights Office, based in Geneva, Switzerland**
- **The fellowship position is offered from 1 March to 31 December 2020 (with probationary period of two months). A further extension for 2021 may be possible, pending availability of funding and taking into account the interest, motivation and performance of the incumbent.**

**The fellow will contribute to the work of the Humanitarian Funds including through the following:**

- Evaluating and analysing project applications and liaising with applicant organizations to provide technical assistance;
- Conducting substantive research on and analysis of developments concerning torture and contemporary forms of slavery in specific countries;



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- Reviewing, recording and compiling information on best practices and lessons learned from grantees of the Funds;
- Conducting outreach and preparing promotional materials to enhance the visibility of the two Funds (website, brochures, etc.);
- Helping to organize and participating in the annual sessions of the Funds' Boards of Trustees, including public events and policy discussions;
- Contributing to the work of other parts of the United Nations Human Rights Office as required, in particular .

The fellow will receive financial support from the UN Human Rights Office in the form of a monthly stipend to cover living expenses during the programme. A return flight ticket and health insurance will also be provided. The fellow will receive periodic briefings and on-the-job training about the United Nations human rights system and relevant thematic issues.

### **Requirements:**

- Solid knowledge and at least two years of professional experience in human rights and/or related field, with a particular focus on torture and/or modern slavery;
- Knowledge of the United Nations system will be considered an asset;
- Fluency in spoken and written English is required; knowledge of another United Nations language, in particular French and/or Spanish, is an asset;
- Experience and/or knowledge of forms of direct assistance (including legal, medical, psychological and social services to victims of human rights violations), as well as experience in project management is also an asset;
- Qualified candidates working with organizations, which receive funding from the Humanitarian Funds, are encouraged to apply. Selected candidates are encouraged to share the knowledge and experience obtained during their fellowship to colleagues upon their return.

### **Selection process for 2020:**

Candidates should submit their application directly to the Humanitarian Funds Secretariat no later than **19 December 2019** by e-mail: [mercole@ohchr.org](mailto:mercole@ohchr.org). The application should contain the following:

1. a fully completed and signed application form and;
2. a letter of recommendation from the human rights organization where the applicant works/ed.



The Secretariat of the Humanitarian Funds will undertake the selection process. The evaluation of qualified candidates may include an interview and a written exam. The Secretariat's recommendations will be shared with the Funds' Boards of Trustees, and all candidates will be notified of the decision by e-mail.

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# Fellowship Programme of the UN Human Rights Office -Humanitarian Funds

## Application Form 2020 Programme (1 March to 31 December 2020)

(Application deadline: 19 December 2019)

**Note:** This application form has two parts. The first part needs to be completed and signed by the candidate. The second part needs to be completed, signed and stamped by the supporting organization or community. **Incomplete forms will not be taken into consideration.** All application forms and letters should be sent by 19 December 2019 to the following email: [mercole@ohchr.org](mailto:mercole@ohchr.org)

### **PART I - To be completed by the candidate**

1. Family name: .....First name:.....

2. Gender: .....

3. Date of birth: .....

4. Place of birth: .....

5. Marital status: .....

6. Nationality: .....

7. Address: .....

.....

8. Tel.: .....

9. E-mail: .....

10. In case of emergency notify:

Name: .....

Address: .....

.....



Tel./fax: .....

E-mail: .....

12. Languages and computer knowledge:

	<b>Read</b> easily/not easily	<b>Write</b> easily/not easily	<b>Speak</b> easily/not easily	<b>Understand</b> easily/not easily
<b>English</b>				
<b>French</b>				
<b>Spanish</b>				
<b>Russian</b>				
<b>Other</b>				

Computer knowledge: List any computer software you can use (Excel, Word, power-point etc.)

13. Education (college and/or university, or equivalent):

**Institution (name, place and country)    Years attended /Degrees Obtained    / Subjects of study**

16. Other type of training or education:

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17. Experience: Please describe previous working experience you have had in relation to human rights and, and if applicable, to contemporary forms of slavery and/or torture, giving full details of your duties. (Use additional pages, if necessary)

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18. Other relevant information/experience:

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19. Personal expectations of the candidate.

a) Please explain what you expect from the fellowship and how you will relate it to your past and present experience and to future work position. (Use additional pages, if necessary)

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b) How do you intend to use the experience and skills you will gain from the programme in your future work position? (Use additional pages, if necessary)

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20. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

Signature: .....

Place/date:

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**PART II - To be completed by the nominating organization**

1. Name of organization:

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2. Address:

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3. Tel.:

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4. E-mail:

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5. The organization. (Use additional paper if necessary)

5.1 Short description of the organization and activities undertaken in the field of human rights and/or torture and /or contemporary forms of slavery:

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5.2 If applicable, aspects of contemporary forms of slavery which the organization deals with:

- Trafficking [ ]
- Sexual slavery [ ]
- Child labour and child servitude [ ]
- Debt bondage [ ]
- Serfdom [ ]
- Forced labour [ ]
- Forced marriage and sale of wives [ ]
- Other forms of slavery: [ ]

5.3 Has the organization already been funded by the UN Voluntary Fund for Victims of Torture and/or the UN Voluntary Trust Fund on Contemporary Forms of Slavery? If yes, please indicate the year and project number.



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5.4 How does the organization plan to use the expertise gained by the candidate?

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5.5 Name of contact person:

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6. The candidate.

6.1. Current responsibilities within the organization:

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6.2 Future responsibilities within the organization:

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6.3 Reason for supporting this particular candidate:

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Signature of certifying official: .....

Place/date: .....





