



UNFPA VACANCY

October 28th 2022.

Announcement: UNFPA México 020- 2022

Title: Programme Coordinator for Human Identification in Mexico (Programme Management Officer)

Terms of Reference: Attached

Period Contract: From December 1st¹ 2022 to November 30th 2023, with possibility of extension.²

Deadline for applications: November 11th, 2022, at 17:30 hours GMT-6: Mexico (central time)

To apply to this position please fill the following form:

<https://forms.gle/FbYrfuvfGMnQBhfz6>

In the same link, you must attach a cover letter addressed to Mrs. Alanna Armitage, UNFPA Mexico Representative indicating how your experience fits the position.

In addition, you must attach:

Curriculum Vitae and [P11](#) form duly completed and signed.

Please note that the google form does permit to save and continue later.

Please note that it is not possible to submit two responses.

For any inquiries about the vacancy, please write to vacantes-mexico@unfpa.org indicating the number and title of the vacancy.

IMPORTANT: This vacancy is open only for international applicants.

Disclaimer:

No fees are charged for application, processing, training, interviewing, testing in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

UNFPA is committed to workplace diversity in terms of gender, nationality and culture. All people who meet the requested professional profile, regardless of their gender identity are encouraged to participate.

UNFPA has a zero tolerance policy for all forms of sexual exploitation, abuse and harassment, whether against a recipient of assistance or co-workers. According to the above, it will take the necessary measures to ensure that the selected persons are not described on the lists of persons sanctioned for causes of exploitation, abuse or sexual harassment.

¹ The starting date of the contract may vary depending on the availability of the selected person. However, it is expected to be able to initiate activities on the mentioned date.

² The contract may be extended beyond this date, depending on performance and availability of the post or funds, budgetary approval, or extension of the mandate.



Programme Management Officer

Job title:	Coordinator for Human Identification in Mexico
Level:	IICA3
Location:	Mexico City, Mexico
Full/Part time:	Full-Time
Duration:	Twelve months

Background:

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person's potential is fulfilled.

The UNFPA Country Programme in Mexico 2020-2024 contemplates the protection of human rights and the prevention of gender based violence as a strategy for meeting the national and international goals adopted by the country, and achieving sustainable and equitable development at the national and subnational levels. Interventions address implementation gaps in policy frameworks and strengthening institutional capacities at the subnational level, as well as strengthening the capacities of civil society organizations for social monitoring and compliance with international and national mechanisms recommendations on human rights. In order to accomplish this objective, it establishes partnerships with and mobilizes resources from governmental and non-governmental organizations (NGO), academic institutions, media organizations, and private sector partners.

In collaboration with the German Federal Foreign Office (AA) and the Mexican Government, particularly with the Ministry of the Interior through the National Search Commission (CNB), UNFPA is implementing the project "Human

Identification in Mexico (ID-MEX)" that focuses on strengthening capacities for the identification of unknown deceased.

More than 106,000 individuals are officially recorded as having disappeared in Mexico. Thousands of graves have not yet been exhumed, and there are more than 50,000 unidentified human remains. It can be assumed that these include many of those who have disappeared.

The project implements technical measures to support the Mexican government to identify unknown bodies in close cooperation with civil society and victim groups. The overall goal is to provide certainty to the relatives of disappeared people about the fate of the missing.

Within the implemented strategy and policy of the National Search Commission (Comisión Nacional de Búsqueda, CNB) and the Ministry of the Interior (Secretaría de Gobernación, SEGOB), the "ID-MEX" project supports the Mexican government in creating a forensic system that is able i) to identify recently deceased personas and ii) to diminish the backlog of pending identifications. It provides families and victims of disappearances certainty about the whereabouts of their loved ones.

About the position:

This position is located in the UNFPA Mexico Country Office (CO). The Programme Officer reports to the UNFPA Mexico Assistant Representative. He/she is responsible for the planning, implementation and evaluation of the project and activities in three pilot states as well as the overall coordination of all UNFPA activities in the area of human identification.



Job Purpose:

The coordinator will be guiding a team of up to 12 people in close cooperation with UNFPA senior management, the CNB, international organizations, civil society, state level attorney offices and forensic institutes as well as the Extraordinary Mechanism for Forensic Identification (MEIF).

Reporting lines:

The person selected will operate under the general coordination of the UNFPA Representative, and directly reporting to the Assistant Representative and the Programme Coordinator for Human Identification.

Responsibilities:

Provide overall technical and management supervision of the German Funded, Mexico-ID project:

- a. Design annual Work Plans for the adequate implementation of the project “ID-MEX” through a results-based management approach;
- b. Coordinate the implementation of the project “ID-MEX” in close cooperation with Mexican authorities, international community, and civil society;
- c. Leads and manages the “ID-MEX” project team consisting of forensic experts, data analysts, human rights lawyers, and administration staff;
- d. Designs and carries out technical and financial monitoring activities of the “ID-MEX” project;
- e. Coordinates the preparation of documents/reports for the German Federal Foreign Office, Government institutions, and UNFPA’s Regional Office/Headquarters;
- f. Provide technical advice to Mexican authorities on gender and forced disappearance.
- g. Identify risks on a timely basis and propose mitigating actions.

Coordinate UNFPA’s efforts on forensic crises and human identification and building forensic capacity in Mexico;

- Contributes and actively participates in the planning, organization and supervision processes of MEIF activities, in coordination with the members of the Coordinating Group;
- Incorporates technical-forensic knowledge in the development of the strategic vision and in the fulfillment of the functions of the MEIF;
- Leads the coordination to carry out expert interventions in matters of forensic identification, within the scope of your competence.
- Supports, through expert interventions with the authorities, the generation of evidence of scientific and technical value.
- Represent UNFPA CO at inter institutional mechanisms, and interagency groups/task forces where required, with emphasis on human rights and human identification;
- Identifies opportunities and act as liaison for the generation of partnerships and mobilization of resources in the forensic area;
- Formulates project proposals on forensic crises and human identification;
- Advises UNFPA on topics of human identification, disappeared people, rule of law as part of the overall strategy to prevent gender-based violence;
- Identifies capacity building needs of partners and leads the coordination of technical assistance, mentoring, training and capacity development initiatives to partners;

Support to the *Comisión Nacional de Búsqueda*:

- Participates in the technical and political discussions on public policies related to human identification policies as required;
- Regular liaison with the the National Centre of Human Identification;
- Performs other duties as required.



Qualifications and Experience:

- Advanced university degree (Master's degree or equivalent degree) in public administration, law, human rights, management, social sciences, or other related areas is required.
- At least 10 years of work experience, preferably in international organizations, with a strong focus on project management;
- At least 5 years of work experience in leading and implementing projects, preferably in development cooperation, human rights or human identification;
- Knowledge of the human rights and forensic crises in Mexico at the national and subnational level;
- Experience in team leadership and management;
- Experience in organizational development, data base development, change management, preferably in the field of forensics, legal medicine and/or public security institutions;
- Experience at the country level working with governments and/or international organizations;
- Basic knowledge of processes of human identification;
- Network of forensic and/ or public security experts in Mexico is an asset;
- Knowledge of public policy, with particular focus on the country's regulatory and institutional framework in relation to human rights and human identification issues;
- Experience with Results-based Budgeting/Results-based Management and Monitoring and Evaluation approaches is an asset.

Languages:

Spanish and English are the working languages. For the position advertised, fluency in German is an asset.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy / Advancing a policy-orientated agenda • Leveraging the resources of national governments and partners / building strategic alliances and partnerships • Delivering results-based programmes • Internal and external communication and advocacy for results mobilization
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact <p>Managerial</p>	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment



Assessment

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Special Notice

Type of Contract and duration: 12 months with possibility of extension according to performance. The appointment, or assignment, and renewal thereof, are subject to the availability of the post or funds, budgetary approval, or extension of the mandate.

Announcement:

This vacancy is open for application to international applicants who meet the profile and have submitted the required documentation on or before 11 November 2022.

Required Documentation:

- Cover letter indicating your motivation and how your experience fits the requested profile.
- Curriculum vitae
- Form P11 duly completed and signed.