



HAUT-COMMISSARIAT AUX DROITS DE L'HOMME • OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS  
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REFERENCE:

The Office of the High Commissioner for Human Rights (OHCHR) presents its compliments to all Permanent Missions to the United Nations Office in Geneva and in New York, the United Nations departments and bodies, specialized agencies, intergovernmental and other organizations.

The High Commissioner wishes to advise the Permanent Missions that the Deputy High Commissioner, Ms. Kyung-wha Kang, has announced her intention to step down at the end of 2012, after six years of distinguished service in this position. The High Commissioner accordingly wishes to register her sincere appreciation for the enormous contributions of the Deputy High Commissioner to strengthening the Office in its pursuit of protecting all human rights for all people.

Given the importance of the position to the ongoing work of the Office, the High Commissioner would like to solicit expressions of interest from qualified candidates at this time. The responsibilities and requirements for this position, which holds the rank of Assistant Secretary-General, are attached herewith. In the interest of a smooth transition, a deadline of 15 October 2012 has been established for receipt of applications, after which consideration of suitable candidates will commence immediately.

The OHCHR would appreciate wide circulation of this information to suitable potential candidates, who may submit by e-mail a letter of interest and curriculum vitae to the High Commissioner at **[dhc-ohchr@ohchr.org](mailto:dhc-ohchr@ohchr.org)**.

The Office of the High Commissioner for Human Rights avails itself of this opportunity to renew to all Permanent Missions to the United Nations Office in Geneva and in New York, the United Nations department and bodies, specialized agencies, intergovernmental and other organizations the assurances of its highest consideration.

Geneva, 17 August 2012

All Permanent Missions  
to the United Nations in Geneva and in New York

United Nations System organizations

Intergovernmental Organizations



## OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR HUMAN RIGHTS

**Post Title and Level:** Deputy High Commissioner for Human Rights, ASG

**Duty Station:** Geneva, Switzerland

**Organization Unit:** Office of the United Nations High Commissioner for Human Rights

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### Responsibilities

The Deputy High Commissioner, who is accountable to the High Commissioner and acts as Officer-in-charge during his or her absence, carries out specific substantive and administrative assignments as decided by the High Commissioner, including:

- Assisting the High Commissioner in the overall direction and supervision of the activities of the human rights programme;
- Assisting the High Commissioner in the formulation, communication, implementation and evaluation of policies, practices and activities for the promotion and protection of human rights;
- Assisting the High Commissioner in maintaining relations with Governments, other United Nations agencies and entities, international organizations, regional and national institutions, non-governmental organizations, the private sector and academia;
- Assisting the High Commissioner in maintaining liaison on policy matters with the Executive Office of the Secretary-General, other relevant offices at Headquarters, and other Departments of the Secretariat;
- Assisting the High Commissioner in developing and maintaining a framework for the management and planning of the activities of the human rights programme and facilitating the development of the overall work programme, and in preparing annual management reports on activities and achievements;
- Overseeing the administration and management of the Office, in particular the budget process, resource mobilization and communications units;
- Representing the High Commissioner at meetings and making statements on her or his behalf;
- Monitoring oversight activities; and
- Carrying out special projects as assigned by the High Commissioner.

## **Competencies:**

**Professionalism:** Expert knowledge in organizational management; proven ability to oversee the production of complex reports and papers on technical issues; ability to guide the work of others. Well demonstrated negotiating and diplomatic skills

**Planning and organizing:** Proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to integrate the work of the Branch/Service/Division into the Division's work programme.

**Communication:** Excellent communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful. Ability to maintain effective relationships with outside collaborators and other contacts, including representatives of Member States and the public

**Teamwork:** Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Proven ability to lead and gain assistance of others in a team endeavour.

**Gender mainstreaming:** Ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing.

## **Managerial Competencies:**

**Judgment/Decision-making** – Mature judgment and initiative, imagination and resourcefulness, energy and tact; proven ability to provide strategic direction, to plan and establish priorities, and to ensure an effective work structure to maximize productivity and achieve goals.

**Leadership** - Proven track record of excellent management and technical leadership skills and ability to delegate appropriate responsibility, accountability and decision-making authority. Proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. Demonstrated flexibility in leadership by performing and/or overseeing change initiatives including the analysis of complex human resources, budgetary, financial or administrative management policy and programmatic issues.

**Managing Performance:** Ability to lead and supervise staff. Ability to coach, mentor and develop staff. Capacity to motivate staff and encourage good performance, to co-ordinate and monitor the work of others.

**Building trust** - Reputation for dealing honestly and openly with issues and staff; recognized and highly respected by peers, clients and staff.

**Vision** - Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization's strategy and the work unit's goals. Establish/identify and communicate broad and compelling organizational direction.

## **Qualifications**

**Education:** Advanced University degree (Masters or equivalent) preferably in law, business administration, public administration, social science, finance, or related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced university degree.

Experience: At least 20 years of experience in senior leadership positions in human rights or a related field, with particular focus on financial or human resource management in large, multicultural institutions, such as international organizations, governments or NGOs as well as programme and project planning and analyses, and budgeting. Proven track record of excellent management and technical leadership skills.

Language: Fluency in oral and written English or French with a knowledge of the other; knowledge of an additional official UN language is an advantage

Other Desirable Skills: Comprehensive knowledge of UN policies, procedures and operations.