

Human Rights Officer, P-3

DEADLINE FOR APPLICATIONS: 16 Mar 2013
DATE OF ISSUANCE: 14 Feb 2013
ORGANIZATIONAL UNIT: Field Missions Administered by DPKO
DUTY STATION: Multiple D/S
VACANCY ANNOUNCEMENT NUMBER: 13-HRI-PMSS-425949-R-MULTIPLE D/S

All applicants will be notified in writing as to the status of their application (successful or unsuccessful) at the end of the recruitment/rostering/selection process within 14 days (see ST/AI/2010/3 on Staff Selection System). The process for rostering based on Generic Job Openings usually takes from 4 to 6 months from the date the vacancy is posted.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

[More Info](#)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity**Responsibilities**

Within delegated authority, the Human Rights Officer will be responsible for the following duties (these duties are generic and may not be carried out by all Human Rights Officers): Researches, collects, verifies, analyses and monitors information relevant to the observance of international human rights and humanitarian law in the mission area; Advocates with relevant authorities and other influential actors to stop or prevent human rights violations; Seeks remedial action by the authorities to prevent similar violations from occurring in the future; Liaises with appropriate national authorities, civil society, United Nations (UN) actors and bodies, and other relevant partners to monitor developments in the human rights situation and, if needed, support the creation of baseline data; Monitors the legal systems and their compliance with international human rights instruments and advises, where appropriate, relevant authorities, including on the implementation of human rights recommendations by the UN; Develops, and where appropriate coordinates, initiatives to strengthen the response to systematic and/or emerging patterns of human rights violations and abuses; Conducts, and where necessary supervises, investigations of human rights and international humanitarian law violations; Writes, reviews as appropriate and ensures timely delivery of a variety of reports, briefings and other types of communications in compliance with established standards; Formulates recommendations and suggests strategies to better promote and protect human rights in the mission area; Contributes to the mainstreaming of human rights in the formulation and implementation of projects and programmes of the UN peace mission and UN agencies at country and local level; Contributes to the integration of human rights in humanitarian action, through participating or coordinating emergency preparedness and response activities, including in the work of the Protection Cluster, as appropriate; Works directly with other components of the UN peace operation, including the police and military, to integrate human rights considerations into the planning and review of their programs and operations; Supports and coordinates capacity-building efforts of civil society and state authorities, including military and police, to promote the protection of human rights, including through technical assistance; Supports national authorities in their implementation and coordination of activities relating to the recommendations by UN Treaty Bodies, Special Procedures and other mechanisms of the UN Human Rights Council; Delivers, evaluates, and where appropriate designs human rights training programmes for national officials, civil society representatives, human rights non-governmental organisations (NGOs) and other national stakeholders; Contributes to the establishment of transitional justice dialogues or processes and advises on accountability and compensation mechanisms, as appropriate; Provides technical assistance to authorities on the establishment of vetting mechanisms, as mandated; Ensures, and where relevant supervises, the timely entry of accurate and verified human rights cases in an established database in compliance with established standards; Contributes to the integration of gender perspectives/considerations and specific women/girls' rights issues in all activities; Integrates UN-developed methodology into human rights monitoring, reporting and investigation activities; Ensures cooperation and appropriate communication with the United Nations Office of the High Commissioner for Human Rights (OHCHR) in the establishment of policies and sharing of best practices; Represents the human rights component in decision-making fora at working level; Maintains effective working relationships with other UN and non-UN actors, national authorities, donors and other stakeholders for effective policy coordination; Defines the work plan for an assigned geographic area in accordance with established terms of reference; Supports more senior staff and/or team leaders in staffing, planning and budgeting as required; Provides guidance and coaching to new or more junior staff; Performs other related duties as required.

Competencies

PROFESSIONALISM: Proven sensitivity to the political and social environment and ability to adjust behaviours accordingly; In-depth knowledge of human rights principles, international mechanisms and related concepts, including protection of civilians, transitional justice, humanitarian action, DDR, legislative and rule of law reforms, gender mainstreaming and conflict-related sexual violence; Good knowledge of institutional mandates, organizational policies, and methodologies relating to human rights; Capacity to monitor and coordinate human rights-related matters with other UN, NGO, state and/or government stakeholders and to advocate for the respect and integration of human rights in various fora; Good analytical and research skills, including the ability to gather, validate, evaluate and integrate relevant human rights information from a variety of sources, to assess their impact and to provide recommendations to redress situations; Commitment to seek new and improved methods of work for accomplishing the work of the

human rights component; Ability to relate to and integrate human rights issues and perspectives into other fields, including humanitarian action, development, rule of law, legislation reforms and election support, to human rights issues and activities and vice versa; Good knowledge of planning, implementation, coordination and evaluation of human rights capacity development initiatives for multiple stakeholders; Capacity to serve as internal resource person, share knowledge and to deliver training for colleagues and external stakeholders alike; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **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. **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. **TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology. **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.

QUALIFICATIONS

Education

An advanced university degree (Master's degree or equivalent) in law, political science, international relations, social sciences or in a related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in assigned geographic locations at national and international levels in the human rights field, including in the cause and resolution of human rights conflicts in accordance with international standards, is required.

Languages

Fluency in one of the working languages of the United Nations Secretariat, English or French (both oral and written), is required. Working knowledge of English is required.

Other Skills

A valid driver's license and experience driving a vehicle with manual transmission is required. Arabic speakers are encouraged to apply.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

How to apply

All applicants are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Because applications submitted by United Nations (UN) staff members are considered first, provided the eligibility requirements set out in ST/AI/2006/3 are met and the application is submitted in a timely fashion, staff members should apply within 15-day or 30-day mark.

Online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please go to "My UN" page and check the status of your application by clicking on "View Application History", and resubmit the application, if necessary.

1. To start the application process, applicants are required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.

2. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be updated, when necessary, for future applications.
3. In completing the PHP, please note that all fields marked with an asterisk must be completed.
4. UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the appropriate Human Resources Office (HRO)/Personnel Office (PO) to the email address below, clearly indicating the vacancy announcement number. In case you have no access to the digitizing equipment, please submit hard copies of the two latest PAS reports to the relevant HRO/PO via fax.

E-mail: staffing@un.org,

Fax: 1-212-963-2800

Please see the Frequently Asked Questions, if you encounter problems when applying.