

Human Rights Officer, P-4

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-425951-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): Coordinates, supervises and conducts human rights monitoring activities in compliance with United Nations (UN) methodology and relevant to the observance of international human rights and humanitarian law in the mission area; Devises advocacy strategies, advocates and advises relevant authorities, including government officials, the UN Country Team (UNCT), UN and OHCHR senior management, on strategies to better protect and promote human rights and mechanisms to stop impunity and redress human rights violations; Establishes and maintains contact with national authorities, civil society, UN actors and bodies, and other relevant partners to inform on the human rights situation in the mission area and advise on strategic and policy issues to better protect and promote human rights; Establishes, as needed, baseline data for the appropriate monitoring of the human rights situation in the mission area; Coordinates the monitoring of and evaluates the legal system and its compliance with international human rights instruments and advises, where appropriate, relevant authorities including on the implementation of UN recommendations; Develops and coordinates initiatives to strengthen the response to systematic and/or emerging patterns of human rights violations and abuses; Plans, coordinates and leads multidisciplinary teams in the conduct of investigations into alleged violations of international human rights and humanitarian law in compliance with UN standards; Writes, reviews and coordinates the timely delivery of a variety of reports, briefings and other type of communications in compliance with established standards, including with regard to public human rights reports; Supports Women's Protection Advisors in the mission by providing technical expertise on the monitoring, investigations and reporting of conflict-related sexual violence as mandated and relevant to the peace mission; Formulates recommendations and suggests strategies to better promote and protect human rights in the mission area, including for peace processes; Plans, designs, implements and evaluates strategies for the mainstreaming of human rights in the activities of the UN peace mission and the UNCT and advocates for the integration of human rights in these programmes; 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, including through developing procedures and policies, as appropriate; Designs, coordinates and evaluates capacity-building efforts, including those supporting institution-building and institutional reforms, for alignment with international human rights norms and to meet international human rights law obligations; Assists national authorities in their coordination and evaluation of activities relating to the implementation and follow-up of recommendations by UN Treaty Bodies, Special Procedures and other mechanisms of the UN Human Rights Council; Designs, delivers, coordinates and evaluates human rights training programmes for national officials, civil society representatives, human rights non-governmental organizations (NGOs) and other national stakeholders; Coordinates and participates in fund-raising activities and manages the implementation of technical cooperation projects in accordance to the rules of the origin of funding; Works with national authorities and civil society for the establishment of transitional justice processes and the establishment of accountability and compensation mechanisms, as appropriate; Advises the UN and national authorities on the establishment of vetting mechanisms, as mandated; Ensures, coordinates and supervises the timely entry of accurate and verified human rights cases in an established database; Conducts quality control and delivers statistics and trend reports as required; Contributes to the integration of gender perspectives/considerations and specific women/girls' rights issues in all activities, programmes and strategies; Ensures the integration of UN-developed methodology into human rights monitoring, reporting, protection and investigation activities; Ensures cooperation and appropriate communication with OHCHR in the establishment of policies and sharing of best practices; Represents the human rights component in decision-making fora as appropriate; Establishes and maintains effective working relationships with other UN and non-UN actors, national authorities, donors and other stakeholders for effective policy coordination; Assists in the development, coordination and implementation of the human rights work plan; evaluates or assists in the evaluation of its progress and suggests adjustments as needed; Serves as team leader with responsibility for carrying out, in consultation with the Head of the Human Rights component, work coordination and administrative functions relating to the staffing, planning and budgeting; Trains, coaches and supervises new and junior staff, manages their performance, and assists in training needs assessments; Performs other related duties as required.

Competencies

PROFESSIONALISM: Proven sensitivity to the political and social environment and ability to adjust behaviours accordingly; Expert knowledge of human rights principles, international mechanisms and of related concepts, including protection of civilians, transitional justice, humanitarian action, DDR, legislative and rule of law reforms, gender mainstreaming and conflict-related sexual violence, as well as good understanding of issues related to the integration of human rights in UN peace missions; Comprehensive knowledge of institutional mandates, organizational structures and policies within the UN, guidelines and methodologies relating to human rights; Capacity to maintain effective working relationships with other UN, NGO, state and/or government stakeholders and to advocate for the respect and integration of human rights in various fora; Ability to produce in-depth analysis of political, ethnic, racial, gender-based, social, economic and other human rights-related problems to assess their impact and to provide concrete strategy recommendations to redress situations; Ability to seek new and improved methods of work, to share best practices and to incorporate lessons learned in the work of the human rights component; Capacity 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; Comprehensive knowledge and experience of project management and ability to plan, implement, coordinate and evaluate capacity development initiatives for multiple stakeholders; Capacity to serve as advisor, share knowledge in the area of expertise 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.

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. **MANAGING PERFORMANCE:** Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly. **JUDGEMENT/DECISION-MAKING:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impacts of decisions prior to making them; Takes decisions with an eye to the impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

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 seven years of progressively responsible experience in field and headquarters 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

Previous experience in a United Nations field operation is highly desirable. 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.