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|  | | | **Ref.No.:** | **14/OHCHR/110/RAMALLAH** |  |

**TEMPORARY JOB OPENING ANNOUNCEMENT**

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| **P-3** | | |  | **Human Rights Officer** | | |
| TJO Grade Level**[[1]](#footnote-1)** | | |  | Functional Title | | |
| **OHCHR Palestine country office, Ramallah** | | | | | | |
| Department/Office/Division/ Service/Section | | | | | | |
| **Human Rights** | | | | | | |
| Job Network and Job Family | | | | | | |
|  |  | **11 August 2014** | | |  |  |
|  |  | Deadline  (DD/MM/YYYY) | | |  |  |

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| **Duty Station:** | **Ramallah** |  | **Estimated Start Date:** | **1 August 2014** |
| **Duration of need:** | **Until 31 December 2014 (with possibility of extension)** |  | **Open to External Candidates:** | **Yes** |
| ***DUTIES AND RESPONSIBILITIES*** | | | | |
| Under the direct supervision of the Protection Cluster Coordinator for Palestine, and the general direction of the Head of the Palestine Office of the Office of the United Nations High Commissioner for Human Rights (OHCHR), the Human Rights Officer will support the work of the Protection Cluster Working Group (PCWG) in the West Bank, in association with relevant stakeholders.  The Human Rights Officer will, within limits of delegated authority:   * Act as the Protection Cluster focal point for the West Bank; * Assess needs, identify response gaps, and establish priorities for the PCWG in the West Bank in order to address the protection needs of different groups, and ensure that the human rights of Palestinians continue to be addressed strategically within humanitarian and protection responses; * Support the coordination of the daily work of the PCWG in the West Bank, including chairing meetings as required. Ensure synergy between and provide support to the PCWG and its sub-groups, including the Settler Violence Core Group, Legal Task Force, Child Protection Working Group, and Monitoring and Reporting Mechanism (1612) Working Group; * Coordinate protection responses to cases referred by Protection Cluster members or the Inter-Cluster Response Mechanism, and liaise with relevant organisations providing protection responses; * Support the Protection Cluster contributions to the Humanitarian Programme Cycle (HPC) for 2015, including inputs to the assessment and analysis of the humanitarian situation, contributions to the coordination and drafting of protection-related sections of HPC-related documents, and compliance with reporting obligations; * Working with relevant OHCHR colleagues, provide legal advice on international human rights law and international humanitarian law to members of the PCWG, in particular with regard to accountability; * Ensure the mainstreaming of protection into the work of other clusters/sectors in the West Bank;      * Ensure effective links between the PCWG and OHCHR’s monitoring work, and contribute to human rights monitoring and reporting as required within the OHCHR Ramallah office; * Perform other tasks as required. | | | | |
| ***COMPETENCIES*** | | | | |
| **Professionalism**- Comprehensive knowledge of and exposure to a wide range of human rights and humanitarian related situations; Strategic vision, strong analytical capabilities and good political judgment; Demonstrated problem-solving skills and ability to apply technical expertise to identify and participate in the resolution of a wide range of complex issues / problems; Strong coordination, negotiation and organizational skills and ability to influence others to reach agreement; Good knowledge of humanitarian coordination systems, humanitarian protection work and UN human rights mechanisms and systems. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.  **Planning and organizing** – Excellent ability to establish priorities and to plan, coordinate and monitor work plans; to organize competing demands and work under pressure.  **Communication** – Proven ability to speak and write in a clear and concise manner, including the ability to draft a variety of reports. Conceptualization and presentation skills.  **Teamwork** - Excellent interpersonal skills and ability to establish and maintain effective working relationships in a multi-cultural environment across organizational boundaries. Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships. | | | | |
| ***QUALIFICATIONS*** | | | | |
| **Education:** Advanced university degree (Master's degree or equivalent) in law, political science, international relations, social sciences or any other discipline related to human rights. A first level university degree with a relevant combination of academic qualifications and field experience in Protection may be accepted in lieu of the advanced university degree. | | | | |
| **Experience:** At least 5 years of progressively responsible experience at national and international levels in the human rights field, preferably in relation to complex emergencies and humanitarian operations; proven experience in protection related issues. Experience in human rights monitoring would be an asset. Previous experience in the region would be an asset. | | | | |
| **Language:** Fluency in spoken and written English, with proven drafting skills. Knowledge of Arabic would be an asset. | | | | |

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| **DOCUMENTS REQUIRED:** | | | |
|  | **Cover Letter** | | |
|  | **Personal History Profile (visit** [**https://inspira.un.org**](https://inspira.un.org/) **to generate a PHP)** | | |
|  | **Last two completed Performance Appraisal or two Reference Letters for external applicants** | |  |
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| ***SPECIAL NOTICE*** |
| ***Important:***  ***Name any attached documents as follows:***  ***LAST NAME First name – Type of document***  ***Example: SMITH Jacqueline – PHP.doc (UPDATED)***  ***SMITH Jacqueline - Cover letter.doc***  ***SMITH Jacqueline – PAS.pdf***  ***Note: Applications without P-11 or PHP cannot be considered;***  ***Applications received after the deadline or not compliant with the instructions will not be accepted.***  *Please note that because of the volume of messages,* ***applications will not be acknowledged****.*  *Only applicants possessing the required qualifications will be taken into consideration.* ***Only the successful candidate will be notified of the outcome of the selection****.* |

**ALL SUBMISSIONS TO BE SENT IN ONE SINGLE E-MAIL TO:**

**(Please mention the reference number of the vacancy announcement in the subject header of your email: 14/OHCHR/110/RAMALLAH)**

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| **Contact Name:** | **OHCHR Human Resources** | Email Address: | **humanresources@ohchr.org** |

***Notes***:

* *A current staff member who holds a* ***fixed-term, permanent or continuing appointment*** *may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a* ***temporary appointment*** *shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule* [*4.16*](file:///C:\Users\Stryker\AppData\Local\04%20STAFF%20RULES\sr%20%204.16%20%20%20%20%20Competitive%20examinations.doc) *(b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of* [*ST/AI/2010/4/Rev.1*](http://www.un.org/ga/search/view_doc.asp?symbol=ST/AI/2010/4/Rev.1) *on Temporary Appointments. In its resolution 66/234, the General Assembly further “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013…” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.*
* *Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.*
* *While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under* [*ST/AI/2010/3*](http://www.un.org/ga/search/view_doc.asp?symbol=ST/AI/2010/3/Amend.1)*, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.*
* *The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.*
* *Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offices and/or violations of international human rights law and international humanitarian law.*
* *For information on special post allowance, please refer to ST/AI/1999/17.*
* *For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.*
* *The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at:* [*http://www.un.org/hr\_handbook/English*](http://www.un.org/hr_handbook/English)*.*

1. For eligibility and other conditions, please see the Notes at the end of this form. . [↑](#footnote-ref-1)