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|  | **Ref. No.:** | **15/OHCHR/078/GENEVA** |  |

**TEMPORARY JOB OPENING ANNOUNCEMENT**

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| **P-3**  |  | **Human Rights Officer**  |
| TJO Grade Level**[[1]](#footnote-1)** |  | Functional Title |
| **Field Operations and Technical Cooperation Division,** **Europe and Central Asia (ECA)** |
| Department/Office/Division/ Service/Section |
| **Human Rights** |
| Job Network and Job Family  |
|  |  | **7 July 2015** |  |  |
|  |  | Deadline(DD/MM/YYYY) |  |  |

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| **Duty Station: Geneva** |  |  | **Estimated Start Date:** | **15 July 2015** |
| **Duration of need: 3 months** |  |  | **Open to External Candidates:**  | **Yes** |
| ***DUTIES AND RESPONSIBILITIES*** |
| Under the direct supervision of the Chief, Europe and Central Asia Section, the Human Rights Officer will:Assist the Government and relevant stake holders in identifying and specifying their needs for advisory services and technical cooperation, including by ensuring the preparation and conduct of assessment missions; Participate in negotiations aimed at concluding technical cooperation agreements, prepare projects and act as the project manager, including programming and budget activities; Support and ensure backstopping to field presences and contributes to their effective functioning; Liaise with the UN country team and support the mainstreaming of human rights in the UN activities;Provide information to treaty bodies on the human rights situation in the areas under his/her responsibility; Systematically collect and analyse all information regarding the human rights situation and prepare reports, documents and other written materials thereon; Respond to requests for information relating to the human rights situation in the countries under his/her responsibility; Prepare briefing notes, correspondence and other internal/external communications;Support the work of Special Rapporteurs/Representatives/Experts/Working Groups, including by ensuring the preparation and conduct of field missions and timely submission of reports; Coordinate with the relevant units in processing individual cases of alleged violations under thematic mechanisms, including under the urgent appeal procedure; Prepare expenditure requests and monitor expenditures against budget allocations; Ensure proper planning and contribution to the preparation of the Annual Report;Provide substantive and administrative backstopping when requested;Perform other duties as required. |
| ***COMPETENCIES*** |
| **Professionalism** – Comprehensive knowledge of and exposure to a range of human rights issues, to include approaches and techniques to address sensitive and complex problems; good knowledge of institutional mandates, policies and guidelines related to human rights; good knowledge of Europe and Central Asia including the political environment and legal statutes as they pertain to human rights; good knowledge of programme and project management; recent substantive field experience; demonstrated ability to complete in-depth studies and reach conclusions on possible causes and solutions to human rights problems in specific societies and systems; ability to relate human rights issues and perspectives, including gender issues, to political, social economic and humanitarian programmes in affected countries and areas. **Communication** – Excellent analytical and communication (spoken, written and presentation) skills, including the ability to convey complex concepts and recommendations at senior levels, both orally and in writing, in a clear, concise style, as well as good skills in report writing and research work; discretion and sound judgement in applying expertise to resolve complex and/or sensitive issues. **Planning and organizational skills**: Ability to establish strategies, priorities and to plan work assignments, juggle competing demands and supervisory tasks, and work under pressure of frequent and tight deadlines. **Teamwork** – Ability to interact and establish and maintain effective working relations both as a team member and team leader, with people of different national and cultural backgrounds.  |
| ***QUALIFICATIONS*** |
| **Education :** Advanced university degree (Masters or equivalent), preferably in law, political science, international relations or other disciplines related to human rights. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree. |
| **Work Experience:** At least 5 years of progressively responsible experience at national and international levels in the human rights field.  |
| **Language:** Proficiency in English. Knowledge of Russian would be an asset. |
| **Other desirable skills:** Excellent diplomatic and political skills. |

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| **DOCUMENTS REQUIRED:** |
| **[x]**  | **Cover Letter** |
| **[x]**  | **Personal History Profile (visit** [**https://inspira.un.org**](https://inspira.un.org/) **to generate a PHP)**  |
| **[x]**  | **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: 15/OHCHR/078/GENEVA)**

**Kindly make sure that each attached file you send is less than 2000 kilobytes (kb) or less than 2 megabytes (mb) in file size.**

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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*](../../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)