

Senior Human Rights Officer, P-5

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ORGANIZATIONAL UNIT: Office of the High Commissioner for Human Rights

DUTY STATION: Geneva

VACANCY ANNOUNCEMENT NUMBER: 09-HRI-OHCHR-422738-R-GENEVA (G)

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. Staff members of the UN Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. They are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

Remuneration

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

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

Responsibilities

Under the direction of the Director of the Field Operations and Technical Cooperation Division, the incumbent organises the work of the National Institutions and Regional Mechanisms Section (NIRMS). Main responsibilities involve: Ensuring the provision of advisory services on National Institutions (NIs), including with regard to their legislation, powers and competencies, to Governments, OHCHR staff, United Nations agencies and other clients. Mainstreaming the work on NIs by broadening knowledge of their work in OHCHR and within UNCTS by, inter alia, developing tools for guidance for UN staff; Ensuring support to the International Co-ordinating Committee of National Institutions (ICC) including accreditation, provision of support to the biennial international conferences and meetings of the ICC network. Ensuring effective, Office-wide, cooperation with and support to Regional Human Rights Mechanisms. Supporting the Regional Representatives, Chiefs of OHCHR's geographic and thematic sections and other parts of the Office with regard to cooperation with Regional Human Rights Mechanisms and NIs. Liaising with other OHCHR sections from various branches to improve the Office's cooperation with Regional Human Rights Mechanisms including on NI issues; and ensuring regular communication within OHCHR on matters related to NIs and Regional Human Rights Mechanisms, including Headquarters, Field and New York Office. Ensuring effective programme management through the development, planning and implementation of the work plan of the Section, reflecting the Office's strategy concerning National Institutions and Regional Human Rights Mechanisms, managing priorities, procedures and budget of the Section, consistent with OHCHR objectives; assessing, on an ongoing basis, the work of the Section in relation to overall Office priorities and that of the United Nations including in the context of the Action 2 follow up; leading needs assessment, project formulation and project review missions, as required. Managing and supervising the daily activities of the Section's staff, ensuring coordination and communication between the Section and other parts of OHCHR; assist staff in developing a client, service oriented approach to their work; Proceed with the evaluation of staff members' performance in conformity with the application of United Nations procedures. Represent OHCHR on National Institutions and Regional Mechanisms issues including with Governments, civil society, and other partners. Deliver substantive papers and information to various clients on NI and Regional Mechanisms issues and coordinate the preparation of substantive reports including to inter governmental mechanisms such as the HRC and GA. Perform any other duties as required.

Competencies

Professionalism – Solid knowledge of the full range of human rights issues, to include approaches and techniques to address highly sensitive/complex problems; excellent knowledge of institutional mandates, policies and guidelines related to human rights; comprehensive knowledge of the functioning of regional human rights mechanisms and national institutions including with regard to international standards; original thinking, independent judgement and discretion in advising on and handling major issues and problems; Communication – Excellent communication (spoken, written and presentational) skills; ability to present and defend difficult positions to senior officials, to persuade people with varying points of view, and to present information in a concise and accurate manner; Teamwork – Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; Client Orientation - Considers all those to whom services are provided to be clients and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them

to appropriate solutions. Vision – In-depth understanding of national and regional human rights protection systems and ability to develop strategies to strengthen these as well as to transform the strategies into a results-oriented work programme; Leadership – Proven ability to provide effective leadership and transfer advice and knowledge to senior officials and staff at all levels. Proven ability to plan and organise work of a large section and provide advice and guidance to others. Proven record of building and managing teams and creating an enabling work environment, including ability to effectively lead, supervise, mentor, develop and evaluate staff.

QUALIFICATIONS

Education

Advanced University Degree (Masters or equivalent), preferably in law, political science, international relations or 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 10 years of progressively responsible professional experience at national and international levels in the human rights field, including in the provision of technical advice or assistance in OHCHR or UN Missions in accordance with international standards as well as experience gained through advisory or managerial positions or demonstrated leadership of staff working in the human rights area. Experience in working with national human rights institutions and international processes supporting them or in working with regional human rights mechanisms.

Languages

Proficiency in English and working knowledge of French or Spanish; knowledge of another official language is an asset.

Other Skills

Proven diplomatic and political skills as demonstrated by previous assignments.

How to apply

All applicants are strongly encouraged to apply online (<http://jobs.un.org>) 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 up-dated, 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: hrms@unog.ch,

Fax: 41-22-917- 0074

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