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| Vacancy announcement | |  |
| UN JPO Programme | | |
| <i>JPO in Human Rights</i> | | |
| <i>United Nations Secretariat, Office of the High Commissioner for Human Rights (OHCHR)</i> | | Closing Date 24 February 2019, 6pm EST |
| <u>Vacancy Announcement 18P062</u> | | |
| I General information | | |
| Title: | JPO in Human Rights | |
| Sector of Assignment: | Human Rights | |
| Country: | Switzerland | |
| Location (City): | Geneva | |
| Agency: | United Nations Office of the High Commissioner for Human Rights, Human Rights Council and Treaty Mechanisms Division, Human Rights Treaties Branch, Petitions and Inquiries Section | |
| Duration of Assignment: | Initially one year with the possibility to extend up to 3 years | |
| Grade: | P2 step 1 in the first year | |
| <p>Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates with the Dutch nationality. Candidates MUST HAVE THE DUTCH NATIONALITY TO APPLY.</p> <p>For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation: http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm</p> <p>Please read the criteria and FAQ section carefully before applying.</p> | | |
| II Duties, responsibilities and Output Expectations | | |
| General | | |
| The objective of this JPO post is to support the work of OHCHR's Petitions and Inquiries Section | | |
| <ul style="list-style-type: none"> • Under the general supervision of the Chief of Section and the direct supervision of the relevant Secretary, the incumbent will assist in servicing UN human rights treaty bodies, namely the Human Rights Committee, the Committee against Torture, the Committee on the Elimination of Discrimination against Women, the Committee on the Elimination of Racial Discrimination, the Committee on the Rights of Persons with Disabilities, the Committee on Enforced Disappearances, the Committee on Economic, Social and Cultural Rights and the Committee on the Rights of the Child by: <ul style="list-style-type: none"> • Providing substantive and technical support to the meetings of human rights treaty bodies and their working groups; • Drafting recommendations and decisions in respect of pending cases under treaty body complaints procedures; | | |

- Preparing background notes and undertaking research in relation to legal issues raised in individual complaints;
- Contributing to the treaty bodies' annual report(s) to the General Assembly by drafting chapters of the reports, as required.
- Preparing summaries of new communications received under the individual complaints procedures and compiling confidential lists of individual complaints registered under the complaint's procedures.
- Assisting in the handling of urgent action requests related to enforced disappearances.
- Contributing to the consistency and coherence of the jurisprudence of the various treaty bodies.
- Attending to new complaints, advising complainants of the different options and possibilities to present complaints under the treaty-based procedures, advising the Special Rapporteur on New Communications on measures to be taken, drafting recommendations on decisions for interim measures of protection;
- Preparing input into public information tools and trainings.
- Any other assignments as may be required.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have/be able:

- Provide substantive and technical support to the meetings of human rights treaty bodies and their working groups,
- Draft decisions in respect of individual complaints presented under the treaty body complaints procedures;
- Prepare background notes and undertake research in relation to legal issues raised in individual complaints;
- Advise complainants of the different options and possibilities to present complaints under the treaty-based procedures;
- Prepare input into public information tools and trainings.

The JPO Programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers in Turin scheduled to take place in September 2019.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Human Rights Officer, Secretary communications procedures

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. The incumbent is expected to seek maximum performance by identifying his/her own training requirements and development needs.

Regular meetings with the supervisor will take place, both individually and with the team.

V Required Qualifications and Experience

Education:

Advanced university degree in law, international law or related fields, preferably with a specialization in human rights. A first-level university degree in combination with two years qualifying experience may be accepted in lieu of the advanced university degree.

Working experience:

Minimum 2 to maximum 4 years of relevant working experience in human rights or law related work experience.

Languages:

Fluency in English and knowledge of either French or Spanish, with good drafting ability, knowledge of another UN official language desirable.

Other skills:

Knowledge of international human rights treaties, machinery and laws. Good knowledge of and exposure to a range of human rights issues. Good knowledge of institutional mandates, policies and guidelines related to human rights, in particular treaty bodies monitoring mechanisms. Familiarity with information technology (computer skills, word processing, Internet, databases)

UN competencies:

Communication: strong communication (spoken written and presentation) skills, including ability to produce a variety of written reports in a clear concise style, to deliver training presentations to external audiences, to build/ maintain effective partnerships.

Planning and organizing: Ability to establish priorities and to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines. Good analytical and research skills, including ability to evaluate and integrate information from a variety of sources and assess the degree of implementation of international human rights norms in states parties.

Team work: Proven interpersonal skills and ability to work in a multi-cultural environment with sensitivity and respect for diversity.

VI Background information on Agency/Department/Section

The mission of OHCHR is to ensure the universal enjoyment of all human rights by giving practical effect to the will and resolve of the world community as expressed by the United Nations.

The mandate of OHCHR derives from Articles 1, 13 And 55 of the Charter of the United Nations, the Vienna Declaration and Programme of Action adopted by the World Conference on Human Rights held at Vienna from 14 to 25 June 1993 and subsequently endorsed by the General Assembly in its resolution 48/141, also of 20 December 1993, by which the Assembly established the post of United Nations High Commissioner for Human Rights. In connection with the programme for reform of the United Nations (A/51/950, para. 79), the Office of the United Nations High Commissioner for Human Rights and the Centre for Human Rights were consolidated into a single Office of the United Nations High Commissioner for Human Rights.

Functions and Organization of OHCHR

The Office of the United Nations High Commissioner for Human Rights:

- a) Promotes universal enjoyment of all human rights by giving practical effect to the will and resolve of the world community as expressed by the United Nations;
- b) Plays the leading role on human rights issues and emphasizes the importance of human rights at the international and national levels;
- c) Promotes international cooperation for human rights;
- d) Stimulates and coordinates action for human rights throughout the United Nations system;

- e) Promotes universal ratification and implementation of international standards;
- f) Assists in the development of new norms;
- g) Supports human rights organs and treaty bodies;
- h) Responds to serious violations of human rights;
- i) Undertakes preventive human rights action;
- j) Promotes the establishments of national human rights infrastructures;
- k) Undertakes human rights field activities and operations;
- l) Provides education, information advisory services and technical assistance in the field of human rights.

The Office of the United Nations High Commissioner for Human Rights is divided into organizational units, one of which is the Human Rights Council and Treaty Mechanisms Division, where the incumbent will be assigned.

The Office of the United Nations High Commissioner for Human Rights is headed by a High Commissioner with the rank of Under-Secretary-General.

Human Rights Council and Treaties Mechanisms Division

The Human Rights Council and Treaties Mechanisms Division is headed by a Director who is accountable to the High Commissioner. The Human Rights Council Mechanisms Division (HRCMD) is the Division of the Office of the High Commissioner for Human Rights (OHCHR) with a core mandate to support the Human Rights Council (HRC) and its mechanisms as well as to the 10 human rights treaty bodies. It also administers the Voluntary Technical Assistance Trust Fund to Support the Participation of Least Developed Countries and Small Island Developing States in the work of the Human Rights Council; the Voluntary Fund for Participation in the Universal Periodic Review and the Voluntary Fund for Financial and Technical Assistance for the Implementation of the Universal Periodic Review.

The Division consists of an Office of the Director, the Human Rights Council Branch (HRCB), the Human Rights Treaties Branch (HRTB) and the Universal Periodic Review Branch.

Human Rights Treaties Branch

The core functions of the Branch are as follows:

- a) Planning, preparing and providing technical and substantive support to sessions/meetings the committees which oversee implementation of international human rights treaties and their working groups;
- b) Ensuring that substantive support is provided in a timely manner to the human rights treaty body concerned, drawing on the appropriate resources of the human rights programme;
- c) Preparing material to assist in the review by the treaty body concerned of States parties' reports and of individual communications;
- d) Preparing or coordinating the preparation and submission of all substantive and other documents and the support from other management units to the activities of the treaty bodies supported, and following up on decisions taken at meetings of those bodies;
- e) Planning, preparing and servicing sessions of boards of trustees of the United Nations Voluntary Fund for Victims of Torture, and implementing relevant decisions
- f) Petitions and Inquiries Section

Within the HRTB, the Petitions and Inquiries Section is responsible for:

- Providing secretariat support to the Subcommittee on Prevention of Torture, including the preparation of visits to places of detention
- Providing substantive support to treaty bodies under the individual communications procedures through the drafting of recommendations and decisions
- Handling the incoming correspondence under the treaty based individual communications procedures

- Contribute to and deliver trainings on the SPT, treaty based individual communications procedures and related subjects

VII How to apply

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Applications must be received no later than **24 February 2019, 6pm (Eastern Time UTC-5, New York USA)**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter for further assessment.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.