


<h1>Vacancy announcement</h1>		
<h2>UN JPO Programme</h2>		
<h3><i><b>JPO in Human Rights (Reporting)</b></i></h3>		
<p><i>United Nations Secretariat, Office of the High Commissioner for Human Rights UN Operations and Crisis Centre, The Situation Centre (Watch Room)</i></p>		<p><b>Closing date</b> <b>11 March 2018</b></p>
<b><u>Vacancy Announcement # 17P211</u></b>		
<b>I General information</b>		
<b>Title:</b>	JPO in Human Rights	
<b>Sector of Assignment:</b>	Human Rights / Reporting	
<b>Country:</b>	USA	
<b>Location (City):</b>	New York	
<b>Agency:</b>	United Nations Secretariat, Office of the High Commissioner for Human Rights UN Operations and Crisis Centre (UNOCC)/ The Situation Centre (SitCen - Watch Room)	
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years	
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and amount of relevant working experience	
<p><b>Note:</b> This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed <b>exclusively to candidates from developing Countries (i.e. least developed countries)</b>. Candidates <b><u>MUST BE NATIONALS OF ONE OF THE DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:</u></b> <a href="http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf">http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf</a> For general information on the Dutch JPO Programme and additional conditions see the website of the Dutch Nedworc Foundation: <a href="http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash">http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash</a></p> <p><b>Please read the criteria and FAQ section carefully before applying.</b></p>		
<b>II Duties, responsibilities and Output Expectations</b>		
<p><b>General:</b> To support the work of the UN Operations and Crisis Centre (UNOCC) in reporting.</p> <p>As part of the 24/7 staffing of the Watch Room, the Reporting Officer performs 12-hour shifts, including alternating day and night shifts, and during silent hours, holidays and weekends. S/he monitors political, military, police, security, humanitarian, human rights, logistics operational activities and other relevant developments in assigned peacekeeping, peace-building and special political missions and non-mission settings, including:</p> <p><b>Situational Awareness</b></p> <ul style="list-style-type: none"> <li>○ Gathers and interprets information from a variety of sources, including internet-based open source media, field mission reports and information from member states</li> <li>○ Acts as an initial point of contact for Headquarters, peacekeeping missions, and Permanent Missions in New York when required.</li> </ul>		

- Interacts routinely with missions in the field and with other Headquarters elements
- Tracks the overall security situation in assigned areas.
- Demonstrates a thorough understanding of field mission mandates and associated regional dynamics.

#### **Reporting**

- Drafts and edits daily situation reports.
- Prepares presentations, briefings and reports using visual tools.
- Prepares and updates maps of UN field missions using cartographic and information systems.
- Researches and drafts special reports related to operational issues.

#### **Point of Contact Services**

- Responds to requests for information from senior managers at headquarters, in field missions/offices and from member states.
- Provides point-of-contact services between headquarters, field missions and permanent missions in New York when required.
- Maintains detailed and confidential contact information databases on array of UN leadership and affiliated organisations, bridging and connecting calls when requested.

#### **Crises Response/Emergency Preparedness**

- Facilitates crisis and emergency procedures when necessary.

#### **Human Rights Expertise**

- Provides expertise and advice on human rights in the context of the work of UNOCC;
- Facilitates contact between UNOCC and OHCHR to strengthen human rights analysis within UNOCC products and activities.

**Performs other related duties as required.**

### **III Training component: Learning elements and expectations**

On completion of the assignment, the JPO will be able to

- Draft and edit daily situation reports;
- Prepare presentations and briefing materials using visual tools;
- Write assessments on political and operational developments;
- Understand the mandates of all UN missions, including the planning and support aspects, as well as associated regional dynamics;
- Understand the UN crisis management process;
- Support the functioning of a 24/7 crisis response facility.

The UN 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 2018.
- On-arrival briefing for JPOs based in New York.
- 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:**

Manager of the Watch Room, UN Operations and Crisis Centre

#### **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.

Review and explanation of tasks; induction briefings and on-the-job training; guidance and evaluation provided as needed.

## V Required Qualifications and Experience

### Education:

Advanced university degree in international relations, human rights, political science, law, or relevant field.

### Working experience (incl. internships and volunteering):

A minimum of 2 years and a maximum of 4 years of relevant work experience in human rights, international relations, political science, law or relevant field, of which two or more years in human rights, is required.

### Languages:

Fluency in English. Knowledge of French or other UN working languages is an advantage.

### Other skills:

Experience with drafting of routine situation reports and ad hoc flash reports is desirable. Experience working in a Watch Room, Situation Centre, Joint Operations Centre or similar setting is an advantage. Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as use of the Internet and electronic media applications is required.

### UN competencies:

Professionalism: Ability to conduct independent research and analysis, identify issues, formulate options, present conclusions and recommendations, and function effectively in a stressful environment

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor tasks in accordance with the work plan.

Teamwork: Good interpersonal skills and ability to work well within a multicultural, multi-ethnic environment.

Client Orientation: Ability to establish and maintain productive partnerships.

Communication: Solid drafting skills and ability to communicate well verbally.

## VI Background information on Agency/Department/Section

The Situation Centre (SitCen) was formed in 1993 in DPKO to provide situation monitoring and exchange of information services between UN Headquarters in New York and UN field missions worldwide. **Since 2013, the SitCen became part of the larger UN Operations and Crisis Centre (UNOCC).** Serving as an information and crisis hub at headquarters, the UNOCC supports senior leaders across the UN System to enable informed, coordinated and timely decision-making and strategic engagement on operational and crisis-related issues. The Centre provides a common operational picture of UN engagement in the field and acts as the common venue at headquarters to facilitate response to crises in the field. The Centre's core functions include situational awareness, crisis management facilitation, situational analyses, and executive communications.

The UNOCC provides daily briefings to senior managers, presents ad-hoc briefings upon request, and maintains constant situation displays and continuous event monitoring, using maps, statistics and political, military, human rights, humanitarian and development information. It also provides services to Member States of the UN through their Permanent Missions in New York. It has a responsibility with regard to all UN missions for matters of safety and security, especially during the silent hours.

The Associate Human Rights Officer (Reporting Officer) will be located in the UNOCC. S/he will report to the Head of the UNOCC Watch Room. As UNOCC Reporting Officers are seconded from various Departments and Offices across the UN system, they have a second reporting line to their parent office, which in this case is the OHCHR.

The Associate Human Rights Officer may be requested to return to the parent department, i.e., OHCHR, any time during the assignment depending on the needs of the organization.

By the completion of his/her first year, we would expect that the applicant would have a broad-based knowledge of UN peacekeeping, political affairs, and human rights issues, as well as knowledge of and contacts with a wide range of relevant UN Departments and Offices and UN Agencies, Funds and Programmes, NGOs, and inter-governmental organisations. S/he would also be expected to have developed his/her skills in drafting and synthesising materials and producing reliable, succinct reports.

## **VII How to apply**

To apply please go to <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Applications must be received no later than COB **11 March 2018**.

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.**