

Development Cooperation

Associate Expert UNDESA/OHCHR - Human Rights, Geneva, Switzerland (Ref. No: INT-171-08-P025-01-V)

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Functietitel: Associate Expert UNDESA/OHCHR - Human Rights, Geneva, Switzerland (Ref. No: INT-171-08-P025-01-V)

The Associate Experts Programme of the United Nations Secretariat is seeking qualified candidates for the following Associate Expert post. The post is funded by the Government of the Netherlands and is open to candidates who have the nationality of an eligible developing country.

Associate Expert in Human Rights

Programme Management Team
Field Operations and Technical Cooperation Division
Office of the High Commissioner for Human Rights

Minimum Requirements

Minimum qualification requirements:

- Candidates have a university degree at MSc or MA level, or
- Candidates have a degree at BSc or BA level plus a minimum of three years' relevant working experience;
- Candidates have not previously held positions as AE/JPO/APO/JE;
- The posting is outside the candidates' country of origin;
- Have both an active and passive command of one of the official languages of the Organisation concerned. For this vacancy proficiency in English and working knowledge of French is required. Knowledge of another UN official language is an advantage.

Additional requirements for candidates from developing countries:

- Candidates should be nationals of developing countries that appear on the list of countries eligible for the Dutch AE/JPO/APO/JE Programme;
- Part of the candidates' academic training must have taken place in a developing country that appears on the list of eligible countries;
- If candidates from developing countries also possess another nationality of a non-eligible country or have permanent residence status in another non-eligible country, their admission to the Programme will be decided by the Minister on a case-by-case basis;
- Candidates with permanent residence status in the Netherlands are to be regarded as 'Dutch/EU candidates'.

In addition to the above requirements, all candidates should preferably meet a number of supplementary criteria. They should:

- Be able to demonstrate their interest in international cooperation;
- Have a working knowledge of a second official language of the Organisation concerned.

Contract Information

Associate Experts are appointed for an initial period of one year. The initial appointment may be extended up to a maximum of three years, if performance is deemed satisfactory. Associate Experts are appointed under the United Nations Staff Rules and will be remunerated equivalent to P-1, step 1 or P-2, step 1 for the first year depending on level of education and experience. Associate Experts in the United Nations are normally under 32 years of age.

Applications

Applications completed in English shall be submitted electronically to DutchAssex@un.org.

Candidates with no access to the Internet may send their application by fax to 1(212) 963-1270. In the subject heading of the e-mail/fax, please indicate in the following order: Reference Number, LAST NAME, First Name.

Applications must include a letter of motivation and the United National Personal History Statement. This form can be downloaded [here](#).

Should you encounter any difficulties in downloading the Personal History Statement, you may contact Mr. Christian Burckhardt (burckhardt@un.org).

The deadline for applications is 25 June 2010. Applications received after this date will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted thereafter.

Background information

For more information about the Associate Experts Programme, please refer to our web site at <http://esa.un.org/techcoop/associateexperts/index.html> and to the website of the Dutch ministry of Foreign Affairs (English version here).

Reference No: INT-171-08-P025-01-V

General Information

Title: Associate Expert in Human Rights
Duration: 1 year (with possible extension for another year)
Date required: Before September 2010
Duty Station: Geneva (Switzerland)
Programme Management Team,
Field Operations and Technical Cooperation Division, OHCHR

Supervision

Direct supervision by : (position currently under recruitment)
Title of the supervisor : Programme Management Officer

Content and methodology of the supervision:
The JPO will be fully integrated in the Programme Management Team

Duties, responsibilities and output expectations

Under the supervision of the Programme Management Officer and the overall direction of the Chief of the Capacity Building and Field Operations Branch, the Associate Expert in Human Rights will:

- Assist with planning, reviewing and reporting processes at the Branch level, including field presences (Strategic Management Plan, Strategic Framework, Annual Report, mid-year reviews)
- Participate in and assist with the preparation of Branch submissions for various project/programme review meetings
- Assist with monitoring of Branch/Unit work plans as well as with reviews on the implementation of the Standard Operating Procedures on key aspects of headquarters-field interaction
- Contribute to monitoring of programme delivery and to improving linking of the planning and appraisal stages with the evaluation and lessons learned processes
- Assists with preparation of Branch input/reports as well as follow-up to the recommendations of the Board of Trustees of the Voluntary Fund for Technical Cooperation in the Field of Human Rights
- Contribute, as advised, to the development of methodology for technical cooperation project/programs, including programme design, preparation, implementation, monitoring, and evaluation to ensure application and consistency with established in-house standard procedures and methodologies

Qualifications :

- Advanced university degree (Masters or equivalent), preferably in law, political science, international relations or other disciplines related to human rights.
- Languages: Proficiency in English is required; working knowledge of French. Knowledge of other UN official languages is an advantage.

UN Competencies

- Professionalism and knowledge of and some exposure to human rights issues;
- Good analytical and communication (spoken and written) skills;

- Good skills in report writing and research work;
- Technological Good computer skills, including in word processing and other relevant;
- Awareness software packages;
- Teamwork Ability to interact with people of different national and cultural backgrounds;
- Planning and organizing – ability to plan its own work.

Work experience

Preferably at least 2 years experience in the human rights field. Experience in project development/management is an advantage.

Learning elements

After the assignment the Associate Expert will be able to:

- Understand the concept and methodology of programme development and management both under the regular budget and extra-budgetary funding
- Prepare project documents with corresponding cost plans
- Have an overview of operational work and programme delivery by OHCHR field presences
- Handle professionally human rights performance reporting data management
- Draft UN documents

Background information

The Programme Management Team is located in the Field Operations and Technical Cooperation Division (FOTCD) of the Office of the High Commissioner for Human Rights, based in Geneva. The Team provides support to the Branch Chiefs, Thematic Units, Geographic Units/Desks as well as human rights field presences (including country offices, regional offices, Human Rights Advisers, and human rights components of UN peace missions) in the implementation of their substantive mandated work. The Team is also tasked with servicing the Board of Trustees of the UN Voluntary Fund for Technical Cooperation in the Field of Human Rights. The Team is composed of three professional staff and one Programme Assistant.