

# Advertisement

Associate Experts Programme

## ***Associate Expert in Human Rights***

*Office of the High Commissioner for Human Rights (OHCHR),  
Human Rights Council and Special Procedures Division, Special Procedures Branch (SPB)*



***Closing date 07 July 2013***

### **Vacancy Announcement INT-171-13-P065-01-V**

#### **I General information**

<b>Title:</b>	Associate Expert in Human Rights
<b>Sector of Assignment:</b>	Human Rights
<b>Country:</b>	Switzerland
<b>Location (City):</b>	Geneva
<b>Agency:</b>	Office of the High Commissioner for Human Rights (OHCHR)
<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 relevant working experience

**Note:** This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. For criteria see the website of Nedwor Foundation:  
<http://www.nedworfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

#### **II Duties, responsibilities and Output Expectations**

##### **General**

To assist in supporting a group of special procedure mandates of the Human Rights Council and the system of special procedures as a whole.

Under the general supervision of the Director, Human Rights Council and Special Procedures Division and the Chief, Special Procedures Branch, and the direct supervision of the Secretary of the Coordination Committee, the incumbent shall carry out the following functions:

- Assist the Secretary of the Coordination Committee of Special Procedures in supporting the Coordination Committee;
- Contribute to research relating to the work of special procedures and to the development of methodology and standardized working methods for special procedures;
- Assist in the elaboration and maintenance of public information and communication tools related to special procedures (webpages, etc.);

- Contribute to drafting reports, briefing notes and other documents in relation to the work of special procedures, including correspondence with Governments, inter-governmental and non-governmental organisations or individuals;
- Assist with the production of the communication report of mandate holders to the Human Rights Council;
- Support mandate-holders (Special Rapporteurs/Independent Experts) in country visits, including preparation of the mission, drafting of country visit reports and follow-up to implementation of recommendations;
- Perform any other duties as assigned by the Secretary of the Coordination Committee and/or the Chief of Branch and the Director of the Division.

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

Upon completion of the assignment the AE/JPO will have :

- an in-depth knowledge of the functioning of human rights mechanisms, in particular special procedures;
- experience in drafting of various written contributions and documents in relation to the work of special procedure;
- experience in the drafting of formal communications, notably with Governments, inter-governmental and non-governmental organisations or with individuals, in relation to special procedures;
- acquired experience in the preparation of, and participation in fact-finding missions to be carried out by special procedures mandate-holders, including assist in the drafting of relevant parts of the mission report.

The AE/JPO training programme includes the following learning elements:

- Orientation programme for Junior Professional Officers and Associate Experts, Turin, Italy 23 September - 4 October 2013
- On-arrival briefing for Associate Experts based in Geneva
- 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.

### **IV Supervision**

#### **Title of supervisor:**

Secretary of the Coordination Committee of Special Procedures, Special Procedures Branch

#### **Content and methodology of supervision**

The incumbent will be under the general supervision of the Director, Human Rights Council and Special Procedures Division and the Chief, Special Procedures Branch, and under the direct supervision of the Secretary of the Coordination Committee. Regular performance discussion will take place as needed. In addition, the incumbent will be requested to prepare a personal work plan under the United Nations Performance Appraisal System, the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The performance evaluation procedure encompasses detailed work plan, as well as the on-going evaluation that includes mid-year and end-of-the-year review.

### **V Required Qualifications and Experience**

#### **Education:**

Advanced university degree (Master's degree or equivalent) in law, political science, international

relations or related field.

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

Preferably 2 to maximum 4 years of progressively responsible work experience in human rights.

**Languages :**

Very good knowledge (oral and written) of English or French is a requirement with a working knowledge of the other UN working language. Good knowledge of another UN official language is an asset.

**Other skills:**

Good knowledge of UN human rights mechanisms, including knowledge or experience of standards and mandates relevant to special procedures. Legal and good research, analytical and drafting skills.

**Key competencies**

- Professionalism - Good knowledge of and exposure to human rights issues, including the work of United Nations human rights expert mechanisms, such as special procedures. Strong analytical and research skills. Ability to address logistical and politically sensitive matters with regard to the work of special procedures. Ability to support and advise independent experts. Knowledge of institutional mandates of human rights organizations, prevailing policies and procedures. Ability to incorporate gender perspectives in all areas of work.
- Communication - Strong communication (spoken and written) skills (in English or French), including the ability to produce a variety of written inputs in a clear, concise style, to convey complex concepts and recommendations in a clear, concise style and to deliver presentations to external audiences; and to deliver presentations to external audiences. Demonstrated openness in sharing information and keeping people informed.
- Teamwork – Ability to work in a multi-cultural, multi-ethnic environment with respect for diversity. Ability to work jointly with other staff in sharing the support for multiple mandates.
- Planning and Organizing – Solid ability to establish priorities and to plan work assignments, respond to competing demands and work under pressure of frequent and tight deadlines.

**VI Background information on Agency/Department/Section**

Office of the United Nations High Commissioner for Human Rights (OHCHR)

The mission of the Office of the United Nations High Commissioner for Human Rights 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.

Mandate of OHCHR

The mandate of the Office of the United Nations High Commissioner for Human Rights derives from Articles 1. 13. And 55 of the Charter of the United Nations, the Vienna Declaration and Program me 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.

The Human Rights Council assumed and extended the mandates of a number of special procedures, independent experts that assist the Council with its review of the human rights situation in a given

country or thematic area. The Council also established new special procedures mechanisms.

Thematic special procedures of the Human Rights Council carry out their functions through the preparation of thematic studies, handling of confidential communications alleging violations of the relevant human rights, and conduct of in-situ visits to review the situation in a specific country, as well as general advocacy and awareness-raising. The mandate holders are individual experts serving in their personal capacity and without remuneration; their work on the relevant mandates is supported by the staff of the Office of the High Commissioner on Human Rights and their ability to fulfill their mandates relies heavily on the capacity of the Office to provide appropriate support to their activities.

The Special Procedures Branch provides support to 34 thematic mandates, including four working groups, and in addition, it services the Council's Forum on Minority Issues. It also provides support to all mandates and the system of special procedures, now composed of 49 mandates, by supporting the Coordination Committee of Special Procedures and their annual meeting, and by providing common services to all thematic and country mandates. Support comprises thematic, country visit, policy and legal expertise, research and analysis, administrative and logistical assistance.

The Coordination Committee was created by mandate-holders in 2005 to promote coordination. Its function is to seek to ensure coordination among mandate holders and act as a bridge between them and the OHCHR, the broader UN human rights framework, and civil society, promoting the standing of the special procedures system. The Coordination Committee consists of five members renewed annually. It plays a role in enhancing the effectiveness and independence of mandate holders and facilitating their work; being available to mandate holders to share experience concerning methods of work; proactively identifying issues of concern to groups of mandates and facilitate joint action on cross-cutting issues or issues of shared concern; structuring the exchange of information and keep mandate holders informed of the activities carried out by colleagues.

## **VIII How to apply**

Candidates who would like to apply should do so by e-mail only, indicating the VA Number in the subject heading of the e-mail to [tcrecruit@un.org](mailto:tcrecruit@un.org)

Applications must include a letter of motivation and the United Nations Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>

Applications must be received no later than **07 July 2013**. Applications received after this date will not be considered.

Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.