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## JOB OPENING

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Functional Title & Level:	Human Rights Officer (NO-C)
Org. Unit	Human Rights, DSRSG (RC/HC/RR)
Duty Station:	Port-au-Prince
Posting Period:	26 August – 1 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-016

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Human Rights Officer (NO-C)** positions. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. 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.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located within the Human Rights Section of the United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Human Rights Officer (NO-C)** will serve within the Monitoring and Investigation Unit or within the Accountability and Capacity Building Unit and reports to the respective Unit Team Leader under the overall guidance of the Head of the Human Rights Section.

## **Responsibilities**

Within delegated authority, the Human Rights Officer at this level will be responsible for the following duties, which may vary according to the priorities of Unit:

- Researches, collects, verifies, analyses and synthesizes significant amounts of information of relevance to human rights, including from open sources
- Reaches out to various UN actors, in particular Individual Police Officers in various parts of Haiti, and civil society actors, to collect and analyse information of relevance to human rights;
- Advocates with relevant authorities and other influential actors to stop or prevent human rights violations; Seeks remedial action by the authorities to prevent similar violations from occurring in the future;
- Liaises with appropriate national authorities, civil society, UN Agencies, Funds and Programmes with complementary mandates, and other relevant partners to monitor developments in the human rights situation and, if needed, support the creation of baseline data;
- Monitors the legal systems, prisons and detention centers and their compliance with international human rights instruments and, where appropriate, advises relevant authorities, including on the implementation of recommendations by UN human rights bodies;
- Develops and, where appropriate, coordinates initiatives to strengthen the response to systematic and/or emerging patterns of human rights violations and abuses;
- Conducts, and where necessary supervises, investigations of human rights violations;
- Drafts, reviews as appropriate, and ensures timely delivery of a variety of reports, briefings and other types of communications in compliance with established standards;
- Formulates recommendations and suggests strategies to better promote and protect human rights in the mission area;
- Contributes to the mainstreaming of human rights in the formulation and implementation of projects and programmes of the Mission and UN agencies at country level;
- Represents the UN human rights programme at working-level meetings;
- Contributes to the integration of human rights in humanitarian action, through participating or coordinating emergency preparedness and response activities, including in the work of the Protection Cluster, as appropriate;
- Works directly with other UN Mission components/sections, including the police and military, to integrate human rights considerations into the planning and review of their programmes;
- Shares information with Capacity Building Team to support human rights capacity building efforts for civil society and national authorities, including police and the judiciary, to promote the protection of human rights, including through providing technical assistance;
- Supports national authorities in their implementation and coordination of activities relating to the recommendations by UN Treaty Bodies, Special Procedures and other mechanisms of the UN Human Rights Council;

- Designs, as appropriate, delivers and evaluates human rights training programmes for national officials, civil society representatives, human rights non-governmental organisations (NGOs) and other national stakeholders;
- Contributes to the establishment of transitional justice dialogues or processes and advises on accountability mechanisms, as appropriate;
- Provides technical assistance to national authorities on vetting mechanisms, as mandated;
- Ensures, and where relevant supervises, the timely entry of accurate and verified human rights cases into an established database in compliance with established standards;
- Contributes to the integration of gender perspectives/considerations and specific women/girls' rights issues in all activities and for the equal participation of women and men in all areas of work;
- Ensures cooperation and appropriate communication with the United Nations Office of the High Commissioner for Human Rights (OHCHR) in the establishment of policies and sharing of best practices;
- Represents the human rights component in decision-making fora at the working level;
- Maintains effective working relationships with other UN and non-UN actors, national authorities, donors and other stakeholders for effective policy coordination;
- Supports more senior staff and/or team leaders in planning and budgeting as required;
- Provides guidance and coaching to new or more junior staff;
- Performs other related duties as required.

## Competencies

**PROFESSIONALISM:** Proven sensitivity to the political and social environment and ability to adjust behaviors accordingly; In-depth knowledge of human rights principles, international mechanisms and related concepts, including protection of civilians, transitional justice, humanitarian action, , legislative and rule of law reforms and gender mainstreaming; Good knowledge of institutional mandates relevant to the position, organizational policies and methodologies relating to human rights; Capacity to monitor and coordinate human rights-related matters with other UN, NGO, state and/or government stakeholders and to advocate for the respect and integration of human rights in various fora; Good knowledge of planning, implementation, coordination and evaluation of human rights capacity building initiatives for multiple stakeholders; Basic knowledge of project management for the planning, design, monitoring, evaluation and use of resources of human rights technical cooperation projects. Capacity to serve as internal resource person, share knowledge and to deliver training for colleagues and external stakeholders alike; Proven understanding of the relevance of information and data management and its applicability to human rights work; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**COMMUNICATION:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

## **Education**

An advanced university degree (Master's degree or equivalent) in law, political science, international relations, social sciences, or in a related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

A minimum of five (5) years of progressively responsible experience in the human rights field or closely related areas is required, of which at least half should be in human rights. A minimum of one (1) year of human rights monitoring, reporting is required. Prior experience working in a United Nations common system or similar international organisation or non-governmental organization is desirable. Experience conducting human rights investigations **or** implementing capacity building programmes and activities for the protection and promotion of human rights; as well as implementing technical cooperation projects is desirable.

## **Languages**

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Fluency in Creole is required and knowledge of another United Nations official languages is an advantage.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.