



JOB OPENING

Functional Title & Level:	Assistant Human Rights Officer (NO-A)
Org. Unit	Human Rights, DSRSG (RC, HC, RR)
Duty Station:	Port-au-Prince
Posting Period:	29 August – 4 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-027

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 **Assistant Human Rights Officer (NO-A)** positions. Candidates who are successful in the assessment process will be placed on the roster. 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. 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 in 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 **Assistant Human Rights Officer (NO-A)** The Assistant Human Rights Officer reports to the Head of the Human Rights Accountability and Capacity Building Unit under the overall guidance of the Head of the Human Rights Section.

Responsibilities

Within delegated authority, the Assistant Human Rights Officer will be responsible for the following duties:

- Assists in researching, collecting, verifying, analysing and synthesizing significant amounts of information of relevance to human rights, including from open sources and other UN actors;
- In consultation with the Unit Team Leader, assists in liaising with appropriate local and 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;
- Assists in monitoring the legal systems and their compliance with international human rights instruments;
- Assists in the development of initiatives to strengthen the response to systematic and/or emerging patterns of human rights violations and abuses;
- Provides inputs to a variety of reports, briefings and other types of communications in compliance with established standards;
- Participates in the formulation of meaningful recommendations and strategies to better promote and protect human rights in the mission area;
- Participates in the mainstreaming of human rights in the formulation and implementation of projects and programmes of the Mission and UN agencies at country and local level;
- Interacts with other Mission components/sections, including the police, to integrate human rights considerations into the planning and review of their respective programmes;
- Assists in supporting human rights capacity building efforts for civil society and state authorities, including military and police, to promote the protection of human rights, including through providing technical assistance;
- Assists in supporting 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;
- Assists in the design, delivery and evaluation of human rights training programmes for national officials, civil society representatives, human rights non-governmental organisations (NGOs) and other national stakeholders in order to build national capacities;
- Assists in supporting the establishment of transitional justice dialogues or processes and advises national counterparts on accountability and compensation mechanisms, as appropriate;
- Assists on the provision of technical assistance to national authorities on the establishment of vetting mechanisms, as mandated;
- 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; Maintains effective working relationships with other

UN and non-UN actors, national authorities, donors and other stakeholders for effective policy coordination;

- Assists in the management of technical cooperation projects, as appropriated
- 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 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 other 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.

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

One to two years of progressively responsible experience in human rights, social work, legal affairs or a closely related field is required. Experience acquired in developing and/or implementing projects for communities at risk or population in vulnerable situation is required.

Experience working with national and/or international human rights standards, instruments and mechanisms. Previous experience in human rights monitoring and reporting and on/or in building capacity for the promotion and protection of human rights. Previous experience in project management is desirable. Experience in facilitating training, participating in education or information campaigns. Previous experience in assisting victims of human rights violations.

Languages

English and French are the working languages of the United Nations. For the position(s) advertised, fluency in oral and written French or English, with a good working knowledge of the other, is required. Knowledge of another United Nations official language is an advantage.

Assessment

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