



JOB OPENING

Functional Title & Level:	Human Rights Assistant (GS-6)
Section/Org. Unit:	Human Rights Section
Duty Station:	Port-au-Prince
Posting Period:	10-16 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-066

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 Assistant (GS-6)** 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 ONLY their Personal History Profile (PHP) 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 **Human Rights Assistant (GS-6)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities

The Human Rights Assistant usually reports to the Human Rights Officer and is responsible for the following duties:

1. Supports the planning of monitoring, investigation and capacity building, including by suggesting most appropriate interlocutors, contributing to initial assessments, taking part of human rights promotional activities, assisting in the development of monitoring questionnaires and assessment surveys, amongst others;
2. Participates in monitoring activities, including visits to detention facilities, courts, hospitals as required, as thus, is ready to deploy as required;
3. Assists in the analysis of trends and human rights issues, and brings these to the attention of the team leader;
4. Receives and documents complaints on alleged human rights violations;
5. Ensures that human rights information, including case-related are filed and stored in a relevant, safe and accurate manner, and contributes to team information-sharing systems, and handling of case files;
6. Drafts incident and daily reports and contributes to preparation of briefings and other communication materials
7. 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;
8. Takes part in a variety of meetings, including with civil society, local authorities and human rights actors;
9. Assists in the logistical organization of all type of human rights activities;
10. Assists in the mapping of information for, human-rights activities including, inter alia, mapping of local authorities, civil society representatives and institutions, local human rights actors, including defenders as well as sources of human rights information, that shall serve for collecting and verifying human rights information, monitoring protection risks, creating referral services for victims and witnesses of human rights violations, etc.;
11. Supports the development of contacts and networks with civil society actors including NGOs;
12. Monitors local and national media, including social media, and draws attention of team leaders-to information that may be relevant to the work of the human rights component;
13. Provides language services as required
14. Makes suggestions for referral of cases to specialized services;
15. Keeps abreast of UN developed policies, including those related to human rights work and takes part in human rights trainings;
16. Performs other related duties as required.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **Planning & 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

High school diploma or equivalent. Training in human rights/social work related is desirable. Trainings on communication, project monitoring, logistical, budgetary & administrative issues an asset.

Work Experience

Seven (7) years of experience in: social work, as legal/paralegal or a field closely related to human rights, e.g. supporting community development or humanitarian assistance; experience working with communities or victims.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French, both oral and written, is required. Working knowledge of the other language is desirable.

Assessment

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