

United Nations Associate Expert Programme



TERMS OF REFERENCE

Associate Expert

Please indicate if this ToR supersedes a previously submitted ToR for the same position: YES

NO

I. General Information

Title:

Associate Expert in the human rights of migrants

Sector of Assignment:

Special Procedures Branch

Organization/Office:

OHCHR

Duty Station:

Geneva, Switzerland

Date Required:

As soon as possible

Duration:

2 years

II. Supervision

Title of Supervisor:

Chief a.i of Groups and Accountability Section

Content and methodology of supervision:

The incumbent will be under the overall supervision of the Chief of the Special Procedures Branch and under the direct supervision of the SPB unit coordinator and the human rights officer working on the mandate on the human

rights of migrants. Regular periodical information performance will take place as needed. In addition to that, the incumbent will be requested to prepare a personal work plan under the United Nations Performance Appraisal System (PAS), the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The PAS evaluation procedure encompasses detailed work plan, as well as the ongoing evaluation that includes mid-year and end-of-the-year review.

III. Duties, Responsibilities and Output Expectations

Under the general supervision of the Chief of the Special Procedures Branch and the direct supervision of the SPB unit coordinator and relevant staff member servicing the mandate to which s/he will be assigned, the incumbent will assist in:

- servicing the thematic mandate on the human rights of migrants, a special procedure of the Human Rights Council;
- participating in the collection, sorting and analysis of information relative to human rights, including from a legal point of view, falling within the mandate;
- participating in the drafting of reports and other documents, notably correspondence with Governments, inter-governmental and non-governmental organisations or individuals, in relation to the mandate;
- participating in the preparation and when relevant undertaking of country visits;
- participating in regional and international meetings with the Special Rapporteur when relevant
- participating in other tasks as required by her/his supervisors in order to meet the workload of the Section and the working requirements carried out by the Branch.

IV. Qualifications and Experience

Education:

Advanced university degree in law, political or social science. Good knowledge of procedural aspects of United Nations thematic human rights mechanisms.

Work experience:

Minimum of 36 months years of human rights-related experience.¹

Languages:

Fluency, in particular good drafting skills, in English. Working knowledge of French or Spanish would be an advantage.

Professional fluency in two Swiss national languages

Other skills:

Technology awareness: Good computer skills, including proficiency in word processing and other software packages.

Driving Licence: Possession of a valid automobile driving license

UN competencies:

Professionalism – Good knowledge of and exposure to a range of human rights issues. Good knowledge of institutional mandates, policies and guidelines related to human rights, in particular special procedures of the Human Rights Council. Good analytical and research skills.

Teamwork : Proven interpersonal skills and ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity. Sound judgment and very

¹ **Please note:** According to a change in UN rules professional experience is newly considered relevant when gained not only after, but also prior to/during your Master studies and when linked to the position.

good team spirit.

Communication: Strong communication (spoken, written, presentation) skills, including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style, required in relations with project executing agencies; Ability to present positions on behalf of OHCHR with authority.

Planning and Organizing: Ability to establish priorities and to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines.

V. Learning Elements

After the assignment the Junior Professional Officer/Associate Expert will be able to:

- Assist in the servicing of the mandate of a special procedure of the Human Rights Council.
- Assist in the drafting of a special procedures report to the Human Rights Council and the General Assembly.
- Assist in the drafting of communications, notably with Governments, inter-governmental and non-governmental organisations or with individuals, in relation to the mandate.
- Assist in the preparation of, and participate in field visits to be carried out by the special procedures mandate-holder, including assist in the drafting of relevant parts of the mission report.

VI. Background Information

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 Programme 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. In connection with the programme for reform of the United Nations (A/51/950, para. 79), the Office of the United Nations High Commissioner for Human Rights and the Centre for Human Rights are now consolidated into a single Office of the United Nations High Commissioner for Human Rights.