

## United Nations JPO Programme



### TERMS OF REFERENCE

#### Junior Professional Officer (JPO) - 19P075

##### **I. General Information**

Title:

Associate Human Rights Officer

Sector of Assignment:

Human Rights

Organization/Office:

United Nations / Office of the High Commissioner of Human Rights / New York Office / Prevention and Sustaining Peace Section

Duty Station:

New York, United States of America

Duration:

1 year (with possible extension for another year)

##### **II. Supervision**

Title of Supervisor:

Chief Prevention and Sustaining Peace Section

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. In addition, there will be regular supervisory meetings between the supervisor and the staff member as well as regular team meetings to manage workload.

### **III. Duties, Responsibilities and Output Expectations**

Under the supervision of the Chief of the Prevention and Sustaining Peace Section, the Human Rights Officer will be responsible for the following duties:

- Contributes to the integration of human rights in UN mechanisms and processes, including in the areas of peace and security and development with a view to developing early warning and conflict prevention strategies in the context of the Secretary-General's prevention agenda, the Human Rights Up Front initiative, the Sustaining Peace agenda, the Swiss Appeal of 13 June 2016 to put human rights at the heart of conflict prevention and the Human Rights/Conflict Prevention Caucus group;
- Conducts research and analysis on human rights issues/events and assesses their impact on the peace and security agenda, in particular with regard to conflict prevention activities;
- Contributes to OHCHR strategic engagement with United Nations inter-governmental bodies related to peace and security, conflict prevention, peace building and the Sustaining Peace agenda, with a particular focus on ensuring better exchange and institutional cooperation between New York-based and Geneva-based institutions;
- Undertakes analysis of human rights data and indicators, including gender-specific data and indicators, in the context of the development of conflict prevention and peace building strategies;
- Seeks to ensure the integration of human rights, including gender perspectives and attention to specific women/girl's rights issues, within the work of inter-governmental bodies related to peace and security and conflict prevention;
- Represents OHCHR at working-level meetings with inter-governmental and inter-departmental/inter-agency counterparts;
- Participates in the organization of regular meetings with Member States on peace and security issues;
- Keeps abreast of developments in the UN's peace and security agenda and specifically with regard to the Secretary-General's focus on prevention and related processes at UN Headquarters;
- Provides backstopping on geographic country files and other files as required;
- Performs other related duties as required.

### **IV. Qualifications and Experience**

Education:

Advanced university degree in (Master's degree or equivalent) in law, political science, international relations, human rights or related field.

Work experience:

A minimum of 3 years of progressively responsible experience in human rights, political affairs, international relations, law or related area is required, including a minimum of one year of field experience working in human rights functions, including in monitoring and reporting. Experience participating in inter-agency coordination fora at the local or national level is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

UN competencies:

**PROFESSIONALISM:** 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

**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 the 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 & 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

**CREATIVITY:** Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

#### **V. Learning Elements**

On completion of the assignment, the JPO will have/be able to engage effectively and strategically with inter-governmental processes to further human rights in a politically-sensitive working environment;

- Have a first-hand practical knowledge of the United Nations system, including internal Secretariat processes, in the area of human rights and peace and security;
- Be able to draft a range of documents (reports, briefing notes, talking points) for UN purposes;
- Develop a detailed understanding of the nexus between human rights, peace and security and development processes and the practical application of theories about human rights and conflict prevention;

#### **VI. Background Information**

This post is found in the Prevention and Sustaining Peace Section (PSPS) within the New York Office of the Office of the United Nations High Commissioner for Human Rights (OHCHR NYO). The New York Office, headed by the Assistant Secretary-General for Human Rights, consists of four substantive sections covering OHCHR's engagement on peace and security; support to peace missions; rule of law and counter-terrorism, equality and non-discrimination and sustainable development; and engagement with the General Assembly and civil society organizations.

The Prevention and Sustaining Peace Section covers OHCHR's strategic engagement in New York on peace and security issues and policy development on peace and security and human rights, including geographic country situations; Security Council engagement, early warning and conflict prevention, peace building and sustaining peace. The Secretary-General's focus on prevention and the Human Rights Up Front initiative place an emphasis in the role of human rights information and analysis in conflict prevention and early warning. The Swiss Appeal of 13 June calls for greater Member State engagement to place human rights at the heart of conflict prevention strategies and has led to the creation of the Human Right/Conflict Prevention Caucus group of Member States as an important partner of OHCHR. In 2019, the operationalization of the Secretary-General's prevention agenda in connection with the reforms of the UN Peace and Security pillar and the UN Development System, as well as the continuing efforts to implement the Sustaining Peace agenda will be of priority in terms of human rights mainstreaming.