

United Nations JPO Programme



TERMS OF REFERENCE 20P267

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Human Rights

Sector of Assignment:

Human Rights

Organization/Office:

United Nations / Office of the UN High Commissioner for Human Rights (OHCHR) / Human Rights Council and Treaty Mechanisms Division / Human Rights Treaties Branch / Petitions and Urgent Actions Section (Section 4)

Duty Station:

Geneva, Switzerland

[Non-Family Duty Station: yes / no

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:

Chief of Section, Petitions and Urgent Actions 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.

Regular informal performance evaluation will take place as needed.

III. Duties, Responsibilities and Output Expectations

Under the general supervision of the Chief of Section, and the direct supervision of treaty body secretaries of individual communications, the JPO will assist in servicing UN human rights treaty bodies, in particular the



Subcommittee on the Prevention of Torture by:

- Providing substantive and technical support to the meetings of human rights treaty bodies and their working groups,
- Drafting recommendations and decisions in respect of pending cases under treaty body complaints procedures;
- Preparing background notes and undertaking research in relation to legal issues raised in individual complaints;
- Prescreening incoming individual communications under the relevant treaties, and preparing summaries for registration;
- Assisting in the handling of urgent action requests related to enforced disappearances by preparing registration and follow up notes, and liaising with field presences where appropriate;
- Advising complainants of the different options and possibilities to present complaints under the treaty-based procedures, advising Working Groups / Special Rapporteurs on New Communications on registration and interim measures;
- Contributing to the consistency and coherence of the jurisprudence of the various treaty bodies;
- Preparing input into public information tools;
- Participation in petitions-related capacity building activities; and
- Any other related assignments as may be required.

IV. Qualifications and Experience

Education:

Advanced University degree (Master's degree or equivalent) in law. Advanced university degree in international law would be desirable. 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 2 years of relevant work experience preferably in human rights.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English and either French or Spanish, with good drafting ability, is required. Knowledge of another UN official language is desirable.

Other skills:

Knowledge of international human rights treaties, machinery and laws. 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 treaty bodies monitoring mechanisms.

Familiarity with information technology (computer skills, Lotus Notes, word processing, Internet), Proven legal drafting skills. Ability to produce a variety of written reports in a clear concise style, to deliver training presentations to external audiences, to build/ maintain effective partnerships. Good analytical and research skills, including ability to evaluate and integrate information from a variety of sources and assess the degree of implementation of



international human rights norms in states parties.

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

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will be able to:

- Provide substantive and technical support to the meetings of human rights treaty bodies and their working groups,
- Conduct a legal analysis of individual complaints and draft decisions in respect of individual complaints presented under the treaty body complaints procedures;
- Prepare background notes and undertake research in relation to legal issues raised in individual complaints;
- Advise complainants of the different options and possibilities to present complaints under the treaty-based procedures;
- Prepare input into public information tools and trainings.

VI. Background Information

The mission of OHCHR 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.

The mandate of OHCHR 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 were consolidated into a single Office of the United Nations High Commissioner for Human Rights.

Functions and Organization of OHCHR

The Office of the United Nations High Commissioner for Human Rights:

- (a) Promotes 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;
- (b) Plays the leading role on human rights issues and emphasizes the importance of human rights at the international and national levels;
- (c) Promotes international cooperation for human rights;
- (d) Stimulates and coordinates action for human rights throughout the United Nations system;
- (e) Promotes universal ratification and implementation of international standards;
- (f) Assists in the development of new norms;
- (g) Supports human rights organs and treaty bodies;
- (h) Responds to serious violations of human rights;
- (i) Undertakes preventive human rights action;
- (j) Promotes the establishments of national human rights infrastructures;
- (k) Undertakes human rights field activities and operations;
- (l) Provides education, information advisory services and technical assistance in the field of human rights.

The Office of the United Nations High Commissioner for Human Rights is divided into organizational units, one of which is the Human Rights Treaties Division, where the incumbent will be assigned.

The Office of the United Nations High Commissioner for Human Rights is headed by a High Commissioner with the rank of Under-Secretary-General.

Human Rights Treaties Branch

The Human Rights Treaties Branch is situated within the Human Rights Council and Treaty Mechanisms Division.

The core functions of the Human Rights Treaties Branch are as follows:

- (a) Planning, preparing and providing technical and substantive support to sessions/meetings the committees which oversee implementation of international human rights treaties and their working groups;
- (b) Ensuring that substantive support is provided in a timely manner to the human rights treaty body concerned, drawing on the appropriate resources of the human rights programme;
- (c) Preparing material to assist in the review by the treaty body concerned of States parties' reports and following up on decisions and recommendations;
- (d) Preparing or coordinating the preparation and submission of all substantive and other documents and the support from other management units to the activities of the treaty bodies supported, and following up on decisions taken at meetings of those bodies;
- (e) Planning, preparing and servicing sessions of boards of trustees of the United Nations Voluntary Fund for Victims of Torture, and implementing relevant decisions;
- (f) Processing communications submitted to treaty bodies under optional procedures and ensuring follow-up of views and recommendations.
- (g) Planning, preparing and providing technical and substantive support to in situ visits undertaken by treaty bodies

Petitions and Urgent Actions Section:

Within the HRTB, the Petitions and Urgent Actions Section is responsible for:



- Providing substantive support to treaty bodies under the individual communications procedures through the drafting of recommendations and decisions;
- Providing substantive support to the Committee on Enforced Disappearances under the urgent actions procedure;
- Providing substantive support to treaty bodies on the inter-state procedures;
- Handling incoming correspondence under the treaty based individual communications procedures;

Delivering trainings on individual communications and urgent actions procedures and related subjects.
