

## United Nations JPO Programme



### TERMS OF REFERENCE

#### Junior Professional Officer (JPO)

24P374

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

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Title: JPO in Human Rights

Sector of Assignment: Human Rights

Organization/Office: United Nations /Office of the High Commissioner for Human Rights (OHCHR) / Field Operations and Technical Cooperation Division / Middle East and North Africa Section (MENA)

Duty Station: Geneva, Switzerland

Duration:

The assignment is intended for a minimum duration of 2 years.

The initial appointment is for 1 year, renewable based on performance and availability of funds.

A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

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

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Title of Supervisor:

Chief, Middle East and North Africa 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.

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

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Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Assist in planning activities related to thematic and country mandates on human rights in the MENA region;
- Assist in backstopping human rights field presences or human rights components of UN Peace Missions, including substantive human rights issues, recruitment of staff, administrative, financial and security issues, support to field reporting obligations;
- Assist in drafting reports of the High Commissioner for Human Rights and Secretary-General on country specific human rights situations in the MENA region;
- Conduct substantive research and analysis of human rights issues/events and assess their impact on the human

- rights situation in the MENA region and/or assigned country;
- Collect and analyze human rights indicators in countries of assignment, including gender-specific indicators;
  - Ensure that human rights, including gender considerations, are integrated into political, humanitarian and economic efforts and programmes;
  - Define work plan for area assigned in accordance with established terms of reference;
  - Write a variety of reports, communications, briefings, statements, etc., including to policy-making bodies;
  - Perform other related duties as required by the Chief of the MENA Section.

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

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**Education:**

Advanced university degree (Master's degree or equivalent) in law, political science, international relations or other disciplines related to human rights. 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 in human rights or with the United Nations.

**Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French and/or Arabic is an advantage.

**Other skills:**

Preferably knowledge of the MENA region, including knowledge of the political and legal environment as they pertain to human rights.

**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; Good knowledge of and exposure to a range of human rights issues, good knowledge of institutional mandates, policies and guidelines related to human rights.

**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**

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

- Deepened knowledge on human rights issues, the relevant human rights mechanisms and the practical implementation and mainstreaming of human rights in the MENA region;
- Learned to design, draft, implement, and evaluate technical cooperation projects in the region;
- Prepare written communications with governments, international organizations and non-governmental organizations;
- Provide input and contribute to different UN documents and publications produced in the Branch, Division or in the OHCHR

## **VI. Background Information**

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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.

### ***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 monitoring 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 headed by a High Commissioner with the rank of Under-Secretary-General.

Field Operations and Technical Cooperation Division/Asia Pacific and Middle East and North Africa Branch, Middle East and North Africa Section (OHCHR)

The Asia Pacific and Middle East and North Africa Branch is headed by a Chief who is accountable to the Director of the Division.

***The core functions of the Middle East and North Africa Section are as follows:***

- (a) Developing, implementing, monitoring and evaluating advisory services and technical assistance projects at the request of Governments;
- (b) Providing substantive and administrative support to human rights fact-finding and investigatory mechanisms, such as special rapporteurs, representatives and experts of working groups mandated by the Human Rights Council to deal with specific country situations or phenomena of human rights violations worldwide;
- (c) Planning, supporting and evaluating human rights field presences and missions, including the formulation and development of best practice, procedural methodology and models for all human rights activities in the field;

Further background information can be found at OHCHR website: <http://www.ohchr.org>.