

# TERMS OF REFERENCE VACANCY ANNOUNCEMENT VN NUMBER: DIP/PLS/038/2017

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**Organisation** : U.N.H.C.R.

**Job Title** : Associate Human Rights Officer

**Duty Station** : Geneva, Switzerland

**Duration** : 01 January 2018 to 31 December 2018

**Contract Type** : Individual Contractor

**Contract Level** : IICA 1

**Closing date** : **Friday 24 November 2017**

## **BACKGROUND:**

UNHCR's human rights engagement is led by the Human Rights Liaison Unit, which is part of the Protection and Legal Advice Section of the Division of International Protection's Policy & Law Service. The human rights liaison function is performed by a team currently composed of a Senior Liaison Officer (Human Rights)/Head of Unit, one Associate Legal Officer – Human Rights (JPO), one Associate Human Rights Officer (UNOPS) and two interns.

Through its engagement with the UN human rights mechanisms, UNHCR seeks to promote greater respect in law and in practice for the rights of refugees, asylum-seekers, stateless persons and other persons under its mandate. To this end, the Human Rights Liaison Unit: (a) works with the UN human rights mechanisms and actors, States and other partners to provide input to relevant processes, with the aim that resolutions of the Human Rights Council, reports and recommendations issued by Special Procedures, as well as General Comments and General Recommendations of Treaty Monitoring Bodies and other standard setting instruments reflect and contribute to the progressive development of international refugee law and to the enhancement of the protection under UNHCR's mandate; (b) seeks to promote inclusion of concerns regarding the enjoyment of rights by persons under UNHCR's mandate, where arising, in Treaty Body Concluding Observations and Recommendations, General Comments and General Recommendations by the Treaty Monitoring Bodies, UPR recommendations, reports of Special Procedures, statements and interventions of OHCHR and the High Commissioner for Human Rights. Through advocacy based on these documents and other interventions in the field and at diplomatic level, UNHCR seeks to prevent and address violations and failures to observe human rights in practice. The Human Rights Liaison Unit also monitors and disseminates outcomes from regular and special sessions of the Human Rights Council when these can complement or reinforce UNHCR's positions and protection strategies; (c) contributes to the mainstreaming of human rights into all areas of UNHCR's work and promote the effective use of human rights law, procedures and standards for advocacy and as complementary protection tools in the respective UNHCR operations; and (c) functions as the liaison between UNHCR and the Office of the High Commissioner for Human Rights (OHCHR) and other Geneva-based stakeholders to strengthen human rights approaches and ensure continuous exchange of relevant information.

Furthermore, the Human Rights Liaison Unit: (a) is responsible for keeping UNHCR stakeholders abreast of normative and institutional developments of relevance within the field of human rights; (b) in close cooperation with field offices, prepares country-specific submissions to the UN human rights mechanisms; (c) represents UNHCR in the different human rights fora; (d) provides legal advice and contributes to capacity-building to field-based protection staff on the use of human rights mechanisms for the protection of persons under UNHCR's mandate; and (e) reviews draft strategies, policy papers, manuals/tools/handbooks etc. prepared by other section in DIP and the Regional bureaus to ensure that relevant human rights standards are factored in.

## **OVERALL PURPOSE AND SCOPE OF ASSIGNMENT:**

Under the overall supervision of the Senior Liaison Officer (Human Rights), the incumbent will primarily:

- a) Follow up to the Universal Periodic Review (UPR). The incumbent is specifically responsible for keeping UNHCR's Regional Bureaux and Field Offices informed of upcoming UPR sessions during which countries under their respective purview will be considered, and for inviting them to prepare country-specific submissions for the UPR. He/she will provide guidance and assistance to field colleagues in the preparation of contributions to the UPR, in the form of country-specific written submissions to the OHCHR Compilation Reports or in the context of reports prepared by UN country teams. With the support of the intern's team, he/she will review, edit and finalize these, ensuring that UNHCR's quality standards are met.
- b) Moreover, he/she will provide UNHCR staff in the Regional bureaus and Field Offices with timely, detailed feedback reports on UPR concluding observations and recommendations relevant to UNHCR's protection and solutions mandate, based on an analysis of OHCHR's produced reports and/or direct attendance of UPR sessions when necessary.
- c) In addition, he/she will strengthen the capacity of field colleagues to produce quality country-specific submissions and to use concluding observations and recommendations emanating from this review process in the context of protection strategies and as advocacy tools by highlighting the direct relevance of these to UNHCR's work (i.e. this task encompasses a training/awareness raising element, including through delivery of ad hoc UPR webinars).
- d) In coordination with and the support of the interns team, monitor regular and special sessions of the Human Rights Council, and inform colleagues about discussions, reports, decisions and resolutions of particular interest to UNHCR, which can complement or reinforce UNHCR's positions and protection strategies.
- e) Review draft policy documents prepared by DIP and Regional bureaus as relevant to ensure that human rights standards are effectively integrated and mainstreamed into these policies and guidelines; upon request, provide colleagues in DIP and Regional Legal Advisers with legal advice concerning the scope and content of particular human rights standards.
- f) Undertake other duties as required.

## **MONITORING AND PROGRESS CONTROLS (REPORT REQUIREMENTS, PERIODICITY, FORMAT, DEADLINES):**

(Report requirements, periodicity, format, deadlines)

- UNHCR country-specific submissions of good standards are provided to the OHCHR for inclusion in their UPR compilation report in a timely manner.
- Useful feedback reports are provided in a timely manner to relevant colleagues serving in countries under the UPR review process.
- Provision of capacity-building and guidance through webinars results in enhanced quality of country-specific submissions.
- UNHCR's compilation of relevant Human Rights Council's resolutions is kept up-to-date.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

### **Education:**

Advanced University/Master's degree in law with substantive knowledge of international human rights and refugee law.

### **Work Experience Required:**

Minimum of 2 years of relevant professional work experience in the area of human rights and/or refugee protection

### **COMPETENCIES:**

- Excellent English drafting skills.
- Excellent analytical skills.
- Substantive knowledge of the legal and institutional human rights framework.
- Ability to quickly absorb large quantities of written and orally presented human rights-related information (legal, political, policy); to analyse the relevance of it to UNHCR; and to share information on relevant developments and outcomes in a clear manner with UNHCR staff.
- Excellent team-working.

### **LANGUAGE:**

- Excellent knowledge of English, and good working knowledge of another UN language (French preferred).

## **TO APPLY:**

Qualified and interested applicants should submit the required documents listed below by e-mail to [HQDIPVAC@unhcr.org](mailto:HQDIPVAC@unhcr.org) referring in the subject to – Associate Human Rights Officer - DIP/PLS/038/2017:

- Letter of motivation, addressing each of the personal requirements in the vacancy notice;
- Completed UN Personal History Form (P11) signed, including testimonials/degrees/certificates.
- The UN Personal History Form is mandatory;
  - P 11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)
  - **All application received without a P 11 will not be considered**

**Only short-listed candidates will be contacted for interview.**

**APPLICATION MUST BE RECEIVED BY COB, Friday 24 November 2017**