

**United Nations Mission in Liberia  
(UNMIL)**

**Vacancy Announcement- Internal and External**

<b>Vacancy#:</b> UNMIL-SUB-HRPS-17-2274	<b>Deadline:</b> 30 June 2017
<b>Post Title:</b> Human Rights Officer (1 Position)	<b>Level:</b> NO-B
<b>Organizational Unit:</b> Human Rights & Protection Section	<b>Location:</b> Monrovia
<b>IMIS Post #:</b> 57948	<b>Gross Salary:</b> US\$40,330.00
<b>Appointment Duration:</b> Six months and renewable subject to funding and extension of UNMIL's mandate as well as operational requirements and satisfactory performance	
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Office and attach copies of the following: proof of Liberian nationality (Birth certificate/Passport), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. <b>Please note that you can also apply to <a href="mailto:unmilrecruitment@un.org">unmilrecruitment@un.org</a>. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement</b>	

**Duties and Responsibilities:**

Within delegated authority and in accordance with applicable guidelines from the Human Rights and Protection Service, the Human Rights Officer will be responsible for the following duties:

***Monitoring, analysis, and reporting:***

- Collect information pertaining to human rights, including relevant political and legal developments, sexual and gender-based violence, and harmful traditional practices from a variety of sources and draft analytical reports as well as *ad hoc* situational reports, as required;
- Liaise with government, NGOs, civil society, UN agencies, and other partners to monitor development in the human rights situation in Liberia, with special attention to vulnerable groups and including gender specific indicators;
- Engage the relevant authorities and other influential actors with the objective to stop or prevent human rights violations, seek remedial action by authorities and prevent similar violations from occurring in the future;
- Assist in liaising with appropriate local and national authorities, civil society, UN Agencies, Funds and Programmes with complementary mandates, and other relevant partners to monitor developments in the human rights situation;
- Monitor the administration of justice, the national legal systems and their compliance with international human rights instruments, as well as the implementation of recommendations by UN human rights bodies;
- Draft analytical reports on operational and/or procedural legal questions in the Area of Responsibility (AoR,) and regular inputs into the HRPS weekly reports; and other reports as necessary.
- Draft a variety of reports, briefings and other types of communications relating to human rights matters, including weekly report on human rights situation in compliance with established standards;
- Contribute to the formulation of effective recommendations and strategies to better promote and protect human rights in the mission area;
- Contribute to the mainstreaming of human rights in the formulation and implementation of the UN peace mission and UN agency activities at country and local levels;
- Ensure the timely entry of accurate and verified cases of human rights violations into a database in compliance with established standards.

***Programming:***

- Assist in developing operational approaches to mainstream human rights and implement a human rights-based approach to programming;
- Support knowledge building and the dissemination of lessons learned on human rights and protection.
- Support national authorities in their implementation of recommendations by UN Treaty Bodies, Special Procedures and other mechanisms of the UN Human Rights Council.

***Capacity and institution building:***

- Identify target groups in need of capacity development in human rights and the rule of law, including national police and other law enforcement agencies, and civil society organizations, among others, to strengthen national capacity in the area of human rights;
- Design training programmes and tools for civil society organizations, national officials and other national stakeholders which should include a component on monitoring and evaluation of the results of these programmes;
- Provide technical and operational support in implementing HRPS workshops, outreach programmes, and other related activities;
- Advise and mentor national counterparts at the county level on taking ownership to promote and protect human rights
- Engage with civil society councils and protection-related taskforces and working groups on human rights; including SGBV.
- Work directly with other UN peace operation components/sections, including the police and military, to integrate human rights considerations in their respective activities;
- Identify priority human rights and protection areas of intervention for UNMIL Quick Impact Projects through consultations with stakeholders, including civil society organizations and communities.
- Undertake any other activities in HRPS as designated by the Chief HRPS;

**Competencies:**

- ***Professionalism:*** comprehensive knowledge and understanding of human rights-related matters, demonstrated research and analytical skills, including the ability to identify and participate in the resolution of relevant issues/problems; basic knowledge of institutional mandates, policies, guidelines, etc. related to human rights commitments to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.
- ***Planning & Organizing:*** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- ***Teamwork and respect for diversity:*** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multicultural environment with sensitivity and respect for diversity and gender.
- ***Communication:*** proven interpersonal skills; good spoken and written communication skills, including ability to draft clear and concise reports; ability to communicate and empathize with staff, counterparts and local interlocutors coming from very diverse backgrounds.

**Qualifications:**

- An advanced university degree (Master's degree or equivalent) in law, political science, international relations, social sciences or in a related area or a first-level university degree in combination with two additional years of qualifying experience.

**Experience:**

A minimum of two years of progressively responsible experience in human rights or a closely related field, including working with international human rights standards, instruments and mechanisms; human rights monitoring/fact finding/reporting; building capacity for the promotion and protection of human rights; experience in Sexual and Gender-Based Violence (SGBV), in particular sexual violence against women and children, and human trafficking, and will require liaising with established contacts in the judiciary, prosecution, social services, and law enforcement to monitor, analyze, and report on SGBV and conduct targeted capacity building to increase prosecution and conviction rates of SGBV crimes; good analytical skills.

**Languages:**

- English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required.

**Other skills:**

- Excellent IT skills and capacity to work on MS Office.
- Ability to work with a team in a multicultural environment, and to operate as a team coordinator when required; and
- Demonstrate capacity to work in a professional and timely manner, as well as, capacity to set priorities in a high pressure environment.

**Preference will be given to equally qualified women candidates.**

**Completed detailed applications documentation as specified above referring to  
Vacancy #: UNMIL-SUB-HRPS-17-2274 should be forwarded to the attention of:**

**Substantive Team, Human Resources Management Section, UNMIL – Star Base, Room #5. Please note that you can also apply  
to [unmilrecruitment@un.org](mailto:unmilrecruitment@un.org).**