

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

Vacancy Announcement- Internal and External

Vacancy#: UNMIL-SUB-HRPS-17-2276	Deadline: 30 June 2017
Post Title: Associate Human Rights Officer (1 Position)	Level: NO-B
Organizational Unit: Human Rights & Protection Section	Location: Zwedru
IMIS Post #: 30091815	Gross Salary: US\$40,330.00
Appointment Duration: 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. Please note that you can also apply to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement	

Under the overall supervision of the Chief of Section and in close collaboration with Human Rights Advisors and Officers, the incumbent will be responsible for engaging the Human Rights and Protection Section in closer, strategic collaboration with civil society. The main duties are:

Duties and Responsibilities:

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

Monitoring, analysis, and reporting:

- Using the human rights based approach, identifies, designs and delivers a range of training and awareness raising activities to build understanding of human rights, empower interlocutors, and improve respect for human rights in practice.
- Through development of an effective contact network and stakeholder consultations, identifies training needs and target groups from among local Government officials, civil society, communities, and UN partners.
- Based on consultations, and analysis of monitoring information, design appropriate, relevant training and awareness raising projects for a variety of audiences, Conducts, alone or in collaboration with others, training and awareness raising projects and programmes and human rights to targeted groups.
- Working with appropriate partners including the Office of the Independent National Commission on Human Rights, Government, and civil society, research, monitor and analyze the human rights situation in the geographic area of operation to create baseline data to design of effective interventions, and evaluative data to ensure that interventions including capacity building are having a positive impact.
- By continually assessing the social, political and legal context, and through extensive contacts with a wide range of interlocutors, identify critical human rights issues and civil society groups in the area of responsibility.
- Develop close and professional working relationship with county duty bearers in order to advocate for better protection of human rights, correct current violations and strengthen compliance with human rights standards to empower state/ county and civil society actors to take responsibility to effectively address concerns and improve the human rights situation.

- Through ongoing monitoring and analysis, assess whether the interventions conducted including capacity building and awareness rising have had a positive impact on respect of human rights in the area of operations.
- Write clear and objective regular and analytical reports with recommendations (daily, weekly, notes for the file, project reports) relating to human rights matters for submission to relevant colleagues at HQ and in the Field Office.
- Provide independent status reports on the status of implementation of the National Human Rights Action Plan, once finalized, as relevant to the geographic area of responsibilities.
- As required, write analytical reports on key issues in the area of operation, and contribute to section public reports and conducts specific tasks on instruction of the Chief or Deputy Chief of Section relating to Monrovia- based institutions including Ministries and Independent National Commission on Human Rights.
- Produce accurate, timely notes for the file to ensure a proper institutional record of contacts with interlocutors among local Government, civil society, and UN and other international partners.
- Contribute to the design, implementation, and evaluation of the Section work plan and county level One UN filed office work plan.
- Produce an individual work plan based on agreed Section priorities which also takes into account priorities in the area of operation. Contribute with other UN colleagues, to the development of a coordinated field office work plan which ensures the use of human rights based approach and gender and human rights mainstreaming.
- Perform other responsibilities as required.

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-17-2276 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.