

## United Nations JPO Programme



### TERMS OF REFERENCE

#### Junior Professional Officer (JPO)

**24P358**

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

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Title: JPO in Human Rights

Sector of Assignment: Human Rights, Rule of Law, Democracy

Organization/Office: United Nations / Office of the High Commissioner for Human Rights (OHCHR) / Thematic Engagement, Special Procedures and Right to Development Division / Rule of Law, Equality and Non-discrimination Branch / Rule of Law and Democracy Section

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:

Human Rights Officer

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 periodically. Supervision and guidance will be provided on a continuing basis.

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

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

Under the supervision of the Human Rights Officer and the Chief of the Rule of Law and Democracy Section, the incumbent will contribute to developing and implementing the work of OHCHR in the area of human rights and democracy, in particular through:

- Carrying out legal research and analysis in the area of human rights and democracy, and related public freedoms;
- Assisting in the provision of advice to field presences on draft legislation on public freedoms in compliance with relevant international standards;
- Assisting in advising OHCHR colleagues and partner entities on human rights in the context of democracy-related discussions, including at key fora such as the Human Rights Council;
- Assisting with the development of tools and internal guidance documents on human rights and democracy, including on the right to participate in public affairs and other human rights in the context of elections;
- Assisting in further developing the work on human rights and elections, by drafting internal guidance documents and reference materials and expanding, developing and maintaining the current network of focal points;
- Assisting in the development and implementation of activities on human rights and Parliaments, including by liaising with partners such as the Inter-Parliamentary Union, designing and delivering training and presentations;
- Assisting in the preparation of statements, reports, and talking points on human rights, in particular public freedoms, and democracy-related issues;
- Assisting in organizing workshops, consultations and seminars;
- Performing other duties as requested.

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

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##### **Education:**

An advanced University Degree (Masters or equivalent) in law with specialization in international law, in particular international human rights law, is required. 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 working experience in the field of human rights. General knowledge and previous experience working on human rights and democracy would be an asset.

##### **Languages:**

English and French are the working languages of the UN Secretariat. Fluency in English is required. Knowledge of other UN languages is an advantage.

##### **Other skills:**

Good computer skills, including proficiency in word processing, excel and other commercial software packages.

##### **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 be able to:

- Organize capacity building workshops and meetings for the United Nations
- Conduct research on human rights law
- Provide inputs on documents to ensure attention to human rights and democracy
- Have a practical understanding of how the UN works on human rights and democracy issues at national, regional and global levels
- Understand the United Nations main human rights mechanisms and their activities
- Prepare periodic and ad hoc reports.

## **VI. Background Information**

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The Office of the High Commissioner for Human Rights (UN Human Rights) is the leading UN entity on human rights. OHCHR represents the world's commitment to the promotion and protection of the full range of human rights and freedoms set out in the Universal Declaration of Human Rights.

Both the High Commissioner and the Office have a unique role to:

- **Promote and protect all human rights:** OHCHR speaks out objectively in the face of human rights violations and help elaborate the standards that are used to evaluate human rights progress worldwide.
- **Help empower people:** Our research, education, and advocacy activities, contributes to the increased awareness and engagement by the international community and the public on human rights issues. This means thousands of people in all regions of the world are empowered to claim their rights.
- **Assist Governments:** Through our field presences, OHCHR helps prevent abuses and contribute to defusing situations that could lead to conflict. Our monitoring and analysis feeds sensitive decision-making and development programming. OHCHR also provides capacity-building and legal advice to thousands, supporting the development and judicious enactment of laws and policies the world around.
- **Inject a human rights perspective into all UN programmes:** OHCHR mainstreams human rights into all UN programmes to ensure that peace and security, development, and human rights - the three pillars of the UN - are interlinked and mutually reinforced.

### **History of the mandate**

The UN General Assembly established The Office of the High Commissioner for Human Rights in December 1993 through its resolution 48/141 which also details its mandate. This was just a few months after the World Conference on Human Rights adopted the Vienna Declaration and Plan of Action.



Adopted by 171 States, the Vienna Declaration renewed the world's commitment to human rights. It also called for strengthening and harmonizing the monitoring capacity of the United Nations system with regards to human rights. Read more about the history of UN Human Rights

### **OHCHR's mission**

The mission of OHCHR is to work for the protection of all human rights for all people; to help empower people to realize their rights; and to assist those responsible for upholding such rights in ensuring that they are implemented. In carrying out its mission OHCHR will:

- Give priority to addressing the most pressing human rights violations, both acute and chronic, particularly those that put life in imminent peril;
- Focus attention on those who are at risk and vulnerable on multiple fronts;
- Pay equal attention to the realization of civil, cultural, economic, political, and social rights, including the right to development; and
- Measure the impact of its work through the substantive benefit that is accrued, through it, to individuals around the world.

Operationally, OHCHR works with governments, legislatures, courts, national institutions, civil society, regional and international organizations, and the United Nations system to develop and strengthen capacity, particularly at the national level, for the protection of human rights in accordance with international norms.

Institutionally, OHCHR is committed to strengthening the United Nations human rights programme and to providing it with the highest quality support. OHCHR is committed to working closely with its United Nations partners to ensure that human rights form the bedrock of the work of the United Nations.

### **OHCHR's strategic vision for human rights work**

To fulfil its mission, UN Human Rights follows a robust framework of results known as the OHCHR Management Plan (OMP). This roadmap is based on the outcomes of consultations with Member States, the UN system, civil society, the donor community and the private sector. The current OMP is strongly anchored to the 2030 Development Agenda and covers the period from 2024-2027 inclusive.

### **Rule of Law, Equality and Non-Discrimination Branch**

The Branch conducts thematic research and contributes to policy development and the mainstreaming of human rights across the work of the United Nations; producing tools and learning packages and providing expertise on human rights themes to many stakeholders, as mandated by the Human Rights Council and the General Assembly. The Branch also undertake human rights research and advocacy work and contribute to national-level implementation through the provision of advisory services, legal and policy reviews and capacity-development, which is often undertaken by OHCHR field presences.

### **Rule of Law and Democracy Section**

The Rule of Law and Democracy Section develops training materials, explanatory publications and policy approaches to enhance the administration of and access to justice; formulates policies, strategies and tools for transitional justice for States emerging from conflict and instability; deepens the understanding of human rights approaches to security issues; promotes democracy and provides legal advice to the High Commissioner, other parts of OHCHR and human rights field presences.