

# Vacancy announcement

UN JPO Programme

## JPO in Human Rights

*United Nations Office of the United Nations High Commissioner for Human Rights, Regional Office for Central Africa, Monitoring and Reporting unit*



**Closing date**  
**23 June 2021**  
**6pm EST New York**

### Vacancy Announcement # 21P074

#### I General information

|                                |   |
|--------------------------------|---|
| <b>Title:</b>                  | JPO in Human Rights   |
| <b>Sector of Assignment:</b>   | Human Rights  |
| <b>Country:</b>                | Cameroon  |
| <b>Location (City):</b>        | Yaoundé   |
| <b>Agency:</b>                 | United Nations Office of the United Nations High Commissioner for Human Rights, Regional Office for Central Africa, Monitoring and Reporting unit |
| <b>Duration of Assignment:</b> | Initially one year with the possibility to extend up to 3 years   |
| <b>Grade:</b>                  | P2 step 1 in the first year   |

**Note:** This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Belgium and is addressed exclusively to candidates with citizenship of one of the following countries: **Benin, Burkina Faso, Burundi, Democratic Republic of Congo, Guinea, Mali, Morocco, Mozambique, Niger, State of Palestine, Rwanda, Senegal, Tanzania, Uganda**

Candidates must be born on or after 01/01/1989. More information on the Belgian JPO Programme can also be found on the following website:

[http://diplomatie.belgium.be/fr/politique/cooperation\\_au\\_developpement/emplois/offres\\_emplois\\_internationales/jpo/](http://diplomatie.belgium.be/fr/politique/cooperation_au_developpement/emplois/offres_emplois_internationales/jpo/)

#### II Duties, Responsibilities and Output Expectations

Within delegated authority and under the supervision of the head of Monitoring and Reporting unit, the JPO will be responsible for the following tasks:

- Research and collect information pertaining to the human rights situation within the subregion, including their gender dimensions from a variety of sources (e.g. communications, publications, the press...) to keep abreast of issues/events and provide up-to-date information; assists in the analysis of information, to include the impact on the countries and thematic mandates on the human rights situation in assigned area.
- Conduct field verification missions and liaise with local civil society partners to strengthen human rights monitoring.
- Strengthen the human rights cases database by feeding in information from field verification and monitoring missions, including information collected through remote monitoring.
- Support the establishment of and elaborate database of human rights NGO across the subregion and initiate and maintain regular dialogue with them on key human rights issues.
- Draft documents, reports, briefings, background notes and correspondence relating to human rights matters for various targets including Governments, donors and partner organizations.
- Participate in meetings of interagency groups on human rights and consultations; prepare summaries of outcome and propose follow-up actions.
- Maintain awareness of current human rights issues, to include relevant political and legal developments in

the country(ies) of the sub-region.

- Support capacity building activities including through engaging in the organization and facilitation of human rights training programmes for national law enforcement officials, national institutions, representatives of civil society and human rights non-governmental organizations (NGOs), and others, as necessary.
- Review human rights issues, including their gender dimensions, and participates in discussions with other Human Rights Officers (HROs) on the integration of these issues into political, humanitarian and economic developments and programmes.
- Participate with other HROs in discussions with the aim of stopping or preventing human rights violations or propose appropriate action by management to cause authorities to prevent similar violations occurring in the future.
- Liaise with governments, NGOs, civil society organizations, UN agencies and other partners to create baseline data on the human rights situation, with special attention to vulnerable groups.
- Performs other related duties as required.

### **III Training component: Learning elements and expectations**

On completion of the assignment, the JPO will have:

- Established a database of key NGO contacts to facilitate the work of the monitoring unit;
- Strengthened CARO's presence and support to interagency groups on human rights ensuring human rights is mainstreamed across activities of these groups;
- Increased awareness of regional human rights actors and partners on key human rights concerns and relevant actions to be taken;
- Reinforced and supported the work of the monitoring and reporting unit;
- Contributed in the drafting of variety of reports, briefings and notes;
- Provided significant inputs in the human rights cases database, helping relevant colleagues across the office to access key information on the human rights violations when necessary.

### **IV Supervision**

#### **Title of Supervisor:**

Human Rights Officer, Head of Monitoring and Reporting unit

#### **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 his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

#### **Evaluation:**

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance. Both will establish a calendar of weekly or monthly evaluation meetings within the first three months to ensure that the JPO is on track with the agreed workplan and has the needed support for achieving defined results. A midterm evaluation may help review and redefine certain goals, thus an important stage in the evaluation process.

### **V Required Qualifications and Experience**

#### **Education:**

Advanced university degree (Master's degree or equivalent) in law, political science or social science. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Working experience (incl. internships and volunteering):**

A minimum of two years of relevant work experience in human rights. Experience working in monitoring and reporting and with interagency groups such as protection cluster, gender working group etc. will be an asset.

**Languages:**

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

**Other skills:**

Mastery of Microsoft office package is indispensable. Ability to use the internet to enhance work quality is required.

**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

**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

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**CREATIVITY:** Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

**COMMITMENT TO CONTINUOUS LEARNING:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

**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.

**VI Background information on Agency/Department/Section**

Created by General Assembly resolution 53/78 of 5 December 1998 and 54/55 of 1 December 1999, the Centre for Human Rights and Democracy in Central Africa is the Regional Office for Central Africa (CARO) of the UN High Commissioner for Human Rights.

The Centre covers 10 countries of the Economic Community of Central Africa States (ECCAS) zone including Rwanda. The Centre works in collaboration with Governments, National Human Rights Institutions, Election Management bodies, United Nations Country Teams, Civil Society Organisations and the media throughout the sub region to promote the state of human rights and democratic practice. CARO focuses on building the human rights promotion and protection capacities of all national actors to effectively uphold the international standards and democratic practices at national level.

The Centre is headed by a Director who doubles as Regional Representative of the High Commissioner for Central Africa. Following the 2020 organigram, the office operates with six units namely Capacity Building, Human Rights Mechanisms, Non-discrimination, Monitoring and Reporting, Communication and Advocacy and Administration and Finance. The monitoring and reporting unit within which the JPO will work ensures regular field and remote monitoring of alleged human rights violations and abuses and drafts a variety of reports. At a time when the subregion is challenged by crises on multiple fronts, the unit plays a strategic role in ensuring that information is rapidly verified and reported to inform appropriate action by HQ or other relevant UN bodies.

## **VII How to apply**

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=10>

Applications must be received no later than **23 June 2021, 6pm (Eastern Time UTC-5, New York USA)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

**Only short-listed candidates will be contacted thereafter.**