

United Nations JPO Programme



TERMS OF REFERENCE 21P053

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Human Rights

Sector of Assignment:

Human Rights

Organization/Office:

United Nations / Office of the High Commissioner for Human Rights (OHCHR) / Regional Office for the Middle East and North Africa (ROMENA)

Duty Station:

Beirut, Lebanon

[Non-Family Duty Station: yes / no

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:

Regional Representative, ROMENA, Middle East and North Africa region

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.

III. Duties, Responsibilities and Output Expectations

- Define work plan for area assigned in accordance with established terms of reference;
- Assists in the implementation of activities as per the annual work plan;
- Conduct substantive research and analysis of human rights issues/events and assess their impact on the human rights situation in on assigned country;
- Support human rights monitoring, the drafting of country and regional analyses, and situation updates;
- Assist the team leader through providing editorial and substantive support on thematic reports and submissions to the human rights mechanisms (UPR, treaty bodies etc.);
- Coordinate with United Country Teams in countries of assignment for substantive support;
- Collect and analyze human rights indicators in countries of assignment, including gender-specific indicators;
- Assists in preparation of periodic activity reports as well as briefing notes or topical report as required;
- Participates as a resource person in webinars and other activities as appropriate;
- Ensure human rights issues, including gender considerations, are integrated into political, humanitarian and economic efforts and programmes;
- Write a variety of reports, communications, briefings, statements, etc., including to policy-making bodies;
- Perform other related duties as required by the Regional Representative.

IV. Qualifications and Experience

Education:

Advanced university degree or equivalent preferably in law, political science, international relations or other disciplines related to human rights. 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:

Minimum 2 years of relevant human rights related experience.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required, working knowledge of French and/or Arabic would be an asset.

Other skills:

Preferably, some knowledge of the region, including knowledge of the political environment and legal statutes as they pertain to human rights.

UN competencies:

- Professionalism: 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: strong communication (spoken written and presentation) skills, including ability to produce a variety of written reports and documents in a clear concise style;
- Planning and organizing: ability to establish priorities and to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines;
- Team work: proven interpersonal skills and ability to work in a multi-cultural environment with sensitivity and respect for diversity, sound judgment and good team spirit, communication and teamwork.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to:

- Deepen knowledge on human rights issues, the relevant human rights mechanisms and the practical implementation and mainstreaming of human rights in the MENA region;
- Learn to design, draft, implement, and evaluate technical cooperation projects in the region;
- Prepare written communications with the governments, international organizations and non-governmental organizations;
- Give input and contribution to different UN documents and publications produced in the Branch, Division

or in the OHCHR.

VI. Background Information

Office of the United Nations High Commissioner for Human Rights (OHCHR)

The mission of the Office of the United Nations High Commissioner for Human Rights is to ensure the universal enjoyment of all human rights by giving practical effect to the will and resolve of the world community as expressed by the United Nations.

Mandate of OHCHR

The mandate of the Office of the United Nations High Commissioner for Human Rights derives from Articles 1, 13 And 55 of the Charter of the United Nations, the Vienna Declaration and Programme of Action adopted by the World Conference on Human Rights held at Vienna from 14 to 25 June 1993 and subsequently endorsed by the General Assembly in its resolution 48/141, also of 20 December 1993, by which the Assembly established the post of United Nations High Commissioner for Human Rights. In connection with the programme for reform of the United Nations (A/51/950, para. 79), the Office of the United Nations High Commissioner for Human Rights and the Centre for Human Rights are now consolidated into a single Office of the United Nations High Commissioner for Human Rights.

Functions and Organization of OHCHR

The Office of the United Nations High Commissioner for Human Rights:

- (a) Promotes universal enjoyment of all human rights by giving practical effect to the will and resolve of the world community as expressed by the United Nations;
- (b) Plays the leading role on human rights issues and emphasizes the importance of human rights at the international and national levels;
- (c) Promotes international cooperation for human rights;
- (d) Stimulates and coordinates action for human rights throughout the United Nations system;
- (e) Promotes universal ratification and implementation of international standards;
- (f) Assists in the development of new norms;
- (g) Supports human rights organs and treaty monitoring bodies;
- (h) Responds to serious violations of human rights;
- (i) Undertakes preventive human rights action;
- (j) Promotes the establishments of national human rights infrastructures;
- (k) Undertakes human rights field activities and operations;
- (l) Provides education, information advisory services and technical assistance in the field of human rights.

The Office of the United Nations High Commissioner for Human Rights is headed by a High Commissioner with the rank of Under-Secretary-General.

Field Operations and Technical Cooperation Division/Asia Pacific and Middle East and North Africa Branch, Middle East and North Africa Section (OHCHR)

The Asia Pacific and Middle East and North Africa Branch is headed by a Chief who is accountable to the Director of the Division.

The Regional Representative for the Middle East and North Africa reports to the Chief of Asia Pacific and Middle East and North Africa Branch.

The main activities undertaken by the Regional Office revolve around the following:

- Support preventive approach in addressing root causes of violence and insecurity.
- Protect and expand civic space. Providing expert advice and capacity building to governments, parliaments, national human rights institutions (NHRIs), regional organizations, civil society actors and other stakeholders;



- Assist in developing national human rights protection systems, legislation and institutions in the region while integrating gender equality and non-discrimination approaches;
- Encourage and assist governments, parliaments, NHRIs, and civil society in the region to actively engage with the international human rights mechanisms: treaty bodies, special procedures and in particular the Universal Periodic Review (UPR);
- Monitor, document and report on human rights violations and issues. This includes strengthening the ability of NHRIs and civil society organizations to monitor and document human rights violations, and
- Promote and mainstream human rights in development activities and humanitarian response for the United Nations Country Teams or other actors.