

Vacancy announcement

UN JPO Programme

JPO in Human Rights

United Nations Office of the High Commissioner for Human Rights (OHCHR), Thematic Engagement, Special Procedures and Right to Development Division, Special Procedures Branch



Closing date
6 August 2021
24:00 KST

Vacancy Announcement # 21P071

I General information

Title:	JPO in Human Rights
Sector of Assignment:	Human Rights
Country:	Switzerland
Location (City):	Geneva
Agency:	United Nations Office of the High Commissioner for Human Rights (OHCHR), Thematic Engagement, Special Procedures and Right to Development Division, Special Procedures Branch
Duration of Assignment:	Initially one year with the possibility to extend for a 2 nd year
Grade:	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 the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:
<https://UNrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

Under the general supervision of the Chief of the Special Procedures Branch and the direct supervision of the Coordinator of the EDPU, the incumbent will assist in:

Supporting as primary assignment the mandate of the Special Rapporteur on violence against women, its causes and consequences principally by:

- researching a broad range of issues relating to violence and discrimination against women, including constitutional provisions, legislation, administrative regulations, policies, and practices, and prepare analytical briefs and assessment reports for the Special Rapporteur's review and decisions on follow-up actions;
- drafting of a wide range of documents, notably correspondence with Governments, in follow-up to information submitted to the Special Rapporteur from individuals, groups, and other stakeholders, on racism, racial discrimination, xenophobia and related intolerance, as well as briefing notes and talking points to assist the Special Rapporteur to participate in key events and media releases;
- preparing country visits of the Special Rapporteur, most notably, timely preparation of comprehensive country-assessments, designing the programme of the visit with all parties involved, handling logistics related to interpretation, budget and transport as per UN rules and regulations and accompany the Special Rapporteur as required;
- assist in the organization of consultations and other expert meetings to inform the Special Rapporteur's thematic research;
- ensure that routine correspondence is tracked and responded to as well as maintenance of the Special Rapporteur's outreach tools, most notably its webpage;

Support as secondary assignment punctual tasks relating to the mandate of the Special Rapporteur on contemporary forms of racism, racial discrimination, xenophobia and related intolerance as needed; and

Support in any other tasks as required by her/his supervisors in order to ensure comprehensive and effective support of the mandate of the Special Rapporteur and participate in activities carried out by the Branch and Office as a whole.

III Training component: Learning elements and expectations

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

- Support a thematic special procedure mandate of the Human Rights Council.
- Research, analyse and draft outputs on issues relating to violence and discrimination against women as well as racism, racial discrimination, xenophobia and related intolerance;
- Draft formal communications, notably with Governments, inter-governmental and non-governmental organisations or with individuals, in relation to a special procedure mandate.
- Prepare country visits and draft country visits reports
- Design advocacy and awareness raising activities related to violence and discrimination against women as well as racism, racial discrimination, xenophobia and related intolerance
- Explain to a wide range of stakeholders what the special procedures mechanisms are and more specifically the work of the mandate of the Special Rapporteurs on violence against women and on racism, racial discrimination, xenophobia and related intolerance

IV Supervision

Title of Supervisor:

Coordinator, Equality, Non-Discrimination and Participation Unit (EDPU), Special Procedures Branch

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.

The incumbent will be under the general supervision of the Chief of the Special Procedures Branch and under the direct supervision of the Coordinator of the EDPU, primarily in support of the mandate of the Special Rapporteur on violence against women, its causes and consequences with some punctual tasks relating to the mandate of the Special Rapporteur on contemporary forms of racism, racial discrimination, xenophobia and related intolerance. Regular periodic information performance will take place as needed. In addition to that, the incumbent will be requested to prepare a personal work plan under the United Nations Performance Appraisal System (PAS), the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The PAS evaluation procedure encompasses a detailed work plan, as well as the ongoing evaluation that includes mid-year and end-of-the-year reviews

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in international law, international human rights law, or political 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.

Work experience (incl. internships and volunteering):

At least two years of progressively responsible work experience in human rights.

Languages:

Fluency and excellent drafting skills in English is required; good knowledge of French is highly desirable; and good knowledge of another UN official language is an asset.

Other skills:

Good knowledge of UN human rights mechanisms, preferably including knowledge or experience of standards and mandates relevant to special procedures is highly desirable.

UN competencies:

PROFESSIONALISM: Good knowledge of human rights and awareness of issues related to racism, racial discrimination, xenophobia and related intolerance. Knowledge of institutional mandates, policies, procedures and guidelines related to human rights, in particular Special Procedures of the Human Rights Council. Excellent analytical and research skills, keen attention to detail, and accuracy and thoroughness of output. Strong analytical, research and drafting skills. Ability to address logistical and politically sensitive matters with regard to country missions. Ability to support and advise independent experts. Ability to incorporate gender perspectives in all areas of work. 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: Strong communication skills, including the ability to produce a variety of written reports in a clear, concise style, and to deliver presentations to external audiences as necessary. 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: Ability to work in a multi-cultural, multi-ethnic environment with respect for diversity. Ability to work jointly with other staff in sharing the support for multiple mandates when needed. 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.

VI Background information on Agency/Department/SectionOffice 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.

The Human Rights Council assumed and extended the mandates of a number of special procedures, independent experts that assist the Council with its review of the human rights situation in a given country or thematic area. The Council also established

a number of new special procedures mechanisms. The Special Procedures Branch of OHCHR provides substantive and administrative support to 43 thematic mandates, as well as general support to the overall system.

Thematic special procedures of the Human Rights Council carry out their functions through the preparation of thematic studies, handling of communications alleging violations of the relevant human rights, and conduct of in-situ visits to review the situation in a specific country, as well as general advocacy and awareness-raising. The mandate holders are individual experts serving in their personal capacity and without remuneration; their work on the relevant mandates is supported by the staff of the Office of the High Commissioner on Human Rights and their ability to fulfill their mandates relies heavily on the capacity of the Office to provide appropriate support to their activities.

The Equality, Non-Discrimination and Participation Unit, is one of the functional units of the Special Procedures Branch, which provide support to eight special procedures mandates, namely the Special Rapporteur on violence against women, its causes and consequences; the Special Rapporteur on trafficking in persons, especially women and children; the Special Rapporteur on racism, racial discrimination, xenophobia and related intolerance; the Special Rapporteur on the rights to freedom of assembly and association; the Special Rapporteur on the right to development, the Independent Expert on a democratic and equitable international order; the Independent Expert on international solidarity and human rights and the Working Group on discrimination against women in law and in practice.

The mandate of the **Special Rapporteur on violence against women, its causes and consequences**, was established in 1994 by the then Commission on Human rights through its resolution 1994/45. The mandate was extended in 2003 through resolution 2003/45, which requests the Special Rapporteur to:

- Seek and receive information on violence against women, its causes and consequences from Governments, treaty bodies, specialized agencies, other special rapporteurs responsible for various human rights questions and intergovernmental and non-governmental organizations, including women's organizations, and to respond effectively to such information;
- Recommend measures, ways and means at the local, national, regional and international levels to eliminate all forms of violence against women and its causes, and to remedy its consequences;
- Work closely with all special procedures and other human rights mechanisms of the Human Rights Council and with the treaty bodies, taking into account the request of the Council that they regularly and systematically integrate the human rights of women and a gender perspective into their work, and cooperate closely with the Commission on the Status of Women in the discharge of its functions;
- Continue to adopt a comprehensive and universal approach to the elimination of violence against women, its causes and consequences, including causes of violence against women relating to the civil, cultural, economic, political and social spheres.

The mandate was then assumed by the Human Rights Council and most recently renewed in 2019 by resolution [41/17](#). The mandate of the **Special Rapporteur on contemporary forms of racism, racial discrimination, xenophobia and related intolerance** was created in 1993 by the Human Rights Council predecessor, the Commission on Human Rights (by resolution [1993/20](#)). In 1994, the mandate was defined more precisely by resolution [1994/64](#). The mandate of the Special Rapporteur was most recently renewed for another period of three years by Human Rights Council resolution [34/35](#), adopted on 24 March 2017.

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2021 (Born on or after Jan. 1 1989) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it.

* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- one year above and two years under will be extended for two years;
- two years or more will be extended for three years.

* To be discharged from military service in the year of the application may apply

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://www.un.org/development/desa/jpo/vacancies/2021/06/jpo-programme-of-the-republic-of-korea/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **6 August 2021 (24:00 KST)**.

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

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register
- A copy of the university degree
- A certificate of English language proficiency. Applicants should submit a minimum of
(1) IBT TOEFL score of 100 (or PBT TOEFL 600 and above) or
(2) NEW TEPS score of 430 or
(3) IELTS 7 or (4) TOEIC 900
(TOEFL 'MyBest Scores' are not accepted)
- Only for male applicants: A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]