

OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR HUMAN RIGHTS

Post Title and Level: Assistant Secretary-General for Human Rights

Duty Station: New York, USA

Organization Unit: Office of the United Nations High Commissioner for Human Rights

Responsibilities

The Assistant Secretary-General for Human Rights is directly accountable to the High Commissioner and heads the New York Office of the High Commissioner for Human Rights (OHCHR). S/he carries out specific substantive and administrative assignments as decided by the High Commissioner, including:

- Assisting the High Commissioner in the overall direction and supervision of the activities of the human rights programme in New York with a view to advancing the integration of human rights in the United Nations areas of peace and security, development, humanitarian, and economic and social affairs;
- Assisting the High Commissioner in the formulation, communication, implementation and evaluation of policies, practices and activities for the promotion and protection of human rights;
- Assisting the High Commissioner in maintaining coordination on policy matters with the Executive Office of the Secretary-General, other relevant offices at Headquarters, and other departments and agencies of the Secretariat;
- Representing OHCHR in senior level meetings with New York-based UN bodies, departments and agencies to ensure high-level representation of the High Commissioner, in particular at the General Assembly, its Main Committees and subsidiary bodies, the Security Council, other standing bodies and at ad hoc intergovernmental meetings;
- Overseeing the Office's role vis-à-vis the General Assembly, the Economic and Social Council, the Security Council, their subsidiary bodies, as well as the Peacebuilding Commission;
- Assisting the High Commissioner in maintaining relations with Governments, including their Permanent Missions in New York, regional and national institutions, non-governmental organizations, the private sector, media and academia;
- Representing the High Commissioner at meetings and making statements on her behalf;
- Carrying out other duties as assigned by the High Commissioner.

Competencies:

Professionalism: Expert knowledge in organizational management; proven ability to oversee the production of complex reports and briefing papers on technical issues; ability to guide the work of others. Well demonstrated negotiating and diplomatic skills.

Planning and organizing: Proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to integrate the work of the New York Office into the Office's strategic programme of work.

Communication: Excellent communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful. Ability to maintain effective relationships with outside collaborators and other contacts, including representatives of Member States and the public.

Teamwork: Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds, including diverse gender identity and sexual orientation. Proven ability to lead and gain assistance of others in a team endeavour.

Gender mainstreaming: Ability to provide leadership and take responsibility for incorporating gender perspectives and identity into substantive work; commitment to the goal of achieving gender balance in staffing.

Managerial Competencies:

Judgment/Decision-making – Mature judgment and initiative, imagination and resourcefulness, energy and tact; proven ability to provide strategic direction, to plan and establish priorities, and to ensure an effective work structure to maximize productivity and achieve goals.

Leadership - Proven track record of excellent management and technical leadership skills and ability to delegate appropriate responsibility, accountability and decision-making authority. Proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills.

Managing Performance - Ability to lead and supervise staff. Ability to coach, mentor and develop staff. Capacity to motivate staff and encourage good performance, to co-ordinate and monitor the work of others.

Building trust - Reputation for dealing honestly and openly with issues and staff; recognized and highly respected by peers, clients and staff.

Vision - Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization's strategy and the work unit's goals. Establish/identify and communicate broad and compelling organizational direction.

Qualification

Education: Advanced University degree (Masters or equivalent) preferably in law, international relations, business or public administration, political or social science, or related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced university degree.

Experience: At least 20 years of progressively responsible experience in international relations or closely related field. Experience in large, multicultural institutions, such as international organizations, governments or international non-governmental organizations is required. Experience in policy planning, political analysis and programme management is required. Good knowledge of human rights issues and themes is required. Proven track record of excellent management and leadership skills.

Languages: Fluency in oral and written English, with knowledge of another official United Nations language (Arabic, Chinese, French, Spanish or Russian). Knowledge of an additional official United Nations language is an advantage.

Other Desirable Skills: Comprehensive knowledge of United Nations policies, procedures and operations.