

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Associate Human Rights Officer	OFFICE CODE
REASON FOR CLASSIFICATION	<input type="checkbox"/> POST TO BE AUTHORIZED <input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> PROPOSED CHANGE IN GRADE <input checked="" type="checkbox"/> OTHER (SPECIFY): In case of recruitment: Is post reserved for target groups? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify:		POST ENCUMBERED BY:
			EX-INCUMBENT:

The following previously classified job descriptions are replaced in full or partly by this job description:

Comments:

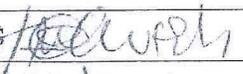
Signature of Administrative Officer:  Name: CHURAEZI
 Date: (d/m/y) 12/31/2015 Mission: _____

CLASSIFICATION NOTICE

JOB DESCRIPTION NO. JD/CP063NPO

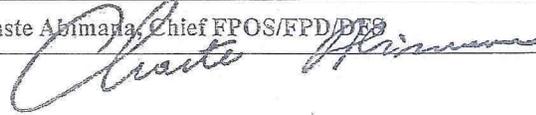
The classification of post is approved as follows:

Functional Title: Associate Human Rights Officer
 Occupational Code: 1.g - Job Code 7647
 Classification Level: NO-B

Classification Officer: Jane Kembabazi, Human Resources Officer, ODCU/FPOS/FPD/DFS 

Classification Officer: Fatin Ishaya Kana, Human Resources Officer, ODCU/FPOS/FPD/DFS 

Chief, Organizational Design and Classification Unit, FPD/DFS: Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS 

For the Director, Field Personnel Division, /DFS: Chaste Abimana, Chief FPOS/FPD/DFS 

Date: 11/7/15

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

General: Complete all sections of this document accurately in clear, concise language. If a question is not applicable, then mark **n.a.** Describe the work and the factors required of the post and not the characteristics, performance or qualifications of the incumbent. Attach additional sheets if necessary.

Particular sections of the form:

Section A:

1. Identification of the post: ensure the official nomenclature is used.
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
5. Each post is responsible for generally four or five major duties. These duties should be presented in order of importance with a detailed explanation of how the duty is achieved. Miscellaneous tasks which take only a small percentage of time can be grouped and listed together. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
- (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
- (c) reviewing in detail the most complex cases and recommending disposition;
- (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
- (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."

7. Decision making and consequence of errors: In general, decision making is considered as a commitment to a course of action that is not subject to detailed review. To make recommendations on the other hand requires the suggestion for courses of actions and implies that the post does not have complete or final responsibility.

Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

<i>DO NOT WRITE IN THIS SPACE</i>
DATE RECEIVED: _____
OFFICERS: _____
LEVEL: _____

SECTION A: May be completed by the incumbent of the post

1. IDENTIFICATION of the post:

1.1 Department/Secretariat/Office Field Mission/s

Division/Centre

Branch/Service

Section

Unit

Office Code: _____

1.2 Functional Title: Associate Human Rights Officer

Post Number: Multiple

Duty Station: Multiple

Occupational Code: _____

2. a) ST/SGB/Organization Reference: _____

b) Programme Budget Reference: _____

3. ORGANIZATIONAL SETTING: Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.

3.1 Professional posts DIRECTLY supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
Assistant Human Rights Officer	NO-A	1-2

Total number of professional posts supervised *directly*, and through subordi 1-2

3.2 Total number of posts in other categories supervised: 2-4

3.3 Title and classification of supervisor's post: **Senior/Human Rights Officer, P5/P4/P3**

4. Summary of the assigned duties:

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. These positions contribute to the mandate implementation of the mission and of OHCHR through the promotion and protection of human rights including: undertaking human rights related research and analysis in relation to protection of civilians concerns; conducting human rights monitoring, reporting and investigations of human rights and humanitarian law violations; support the organization on activities for building the capacity of State officials and of civil society and support component's provision of technical advice to national and local authorities to implement recommendations for compliance with human rights treaties; responsible for referral of individual cases to relevant UN or other international, national or local partner services; mainstream gender in all activities. As field offices coordinators, duties may include the day-to-day supervision of more junior and local support staff.

5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%. %

Within delegated authority, the Associate Human Rights Officer will be responsible for the following duties:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Researches, collects, verifies, analyses and synthesizes significant amounts of information, including from open sources, of relevance to human rights in the designated mission area; 2. Participates in discussions with relevant authorities and other influential actors with a view to stop or prevent human rights violations, seek remedial action by the authorities and prevent similar violations from occurring in the future; 3. Assists in liaising with appropriate local and national authorities, civil society, UN Agencies, Funds and Programmes with complementary mandates, and other relevant partners to monitor developments in the human rights situation; 4. Monitors the national legal systems and their compliance with international human rights instruments, as well as the implementation of recommendations by UN human rights bodies; 5. Supports in the development of initiatives to strengthen the response to systematic and/or emerging patterns of human rights violations and abuses; 6. Participates in the investigations of human rights and international humanitarian law violations; 7. Drafts variety of reports, briefings and other types of communications relating to human rights matters in compliance with established standards; 8. Contributes to the formulation of meaningful recommendations and strategies to better promote and protect human rights in the mission area; 9. Contributes to the mainstreaming of human rights in the formulation and implementation of the UN peace mission and UN agency activities at country and local levels; 10. Supports the integration of human rights in humanitarian action through participating in emergency preparedness and response activities, including in the work of the Protection Cluster, as appropriate; 11. Works directly with other UN peace operation components/sections, including the police and military, to integrate human rights considerations in their respective activities; 12. Supports human rights capacity building efforts for civil society and state authorities, including for aligning legislative and rule of law reforms with international human rights norms and for the State to meet international human rights law obligations; 13. Supports national authorities in their implementation of recommendations by UN Treaty Bodies, Special Procedures and other mechanisms of the UN Human Rights Council; 14. Participates in the design, delivery and evaluation of human rights training programmes for national officials, civil society representatives, human rights non-governmental organizations (NGOs) and other national stakeholders in order to build national capacities; 15. Ensures the timely entry of accurate and verified cases of human rights violations into a database in compliance with established standards; 16. Contributes to the Integration of gender perspectives/considerations and specific women/girls' rights issues in all activities and to the equal participation of women and men in all areas of work; 17. Integrates UN developed methodology in the human rights monitoring, reporting and investigation activities; 18. Performs other related duties as required. | <p>30</p> <p>30</p> <p>25</p> <p>10</p> <p>5</p> |
|---|---|

6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

<u>Functional Title and Classification</u>	<u>Purpose and Frequency</u>
Human Rights Officer (heading field or regional office)	Exchange information regarding collected information and its analysis. Daily
Mission counterparts	Exchange information about Human Rights activities. Weekly
Office of the High Commissioner for Human Rights	To request for advice on technical cooperation or other advisory services. As required

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

<u>Title and Level</u>	<u>Purpose and Frequency</u>
Local authorities	Implementation of capacity building activities and to obtain and verify information. Daily
Population at large	To obtain and verify information on violations (human rights monitoring and investigations); Raise awareness on human rights and advise on remedies. Daily

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

Decides on daily monitoring activities and on directing daily work of the supervised staff. May have to review work plan priorities in the event of a crisis.

7.2 Describe the type of recommendations made.

Proposals relate to human rights operational developments in the mission area. They can also relate to early warning and information support for the protection of civilians. Recommendations are also made to direct the human rights component efforts to a particular area.

7.3 Describe the consequence of errors

Errors would result in inappropriate course of action. Such errors would result in damage to the mission's reputation and would affect the Organizations' commitments to constituents. Errors could also affect the credibility of the Organization.

8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

International Human Rights Law, International Humanitarian Law and Refugee law. UN adopted policies and guidelines, including specific to Human Rights. UN developed methodology on core human rights functions. Broad policy guidance is provided by the SRSG and OHCHR. Required to interpret and adapt guidelines, to establish operational guidelines, and to contribute to the development of policy guidelines, by advising in negotiations, investigations, deliberations, etc. After consultation with supervisors, deviations from established rules, regulations and policies are sometimes necessary to meet broader organization objectives and goals and to develop solutions unique to national circumstances.

SECTION B : *To be completed by the SUPERVISOR of the post.*

1. Define the goals and objectives of the post.

Protects and promotes human rights through information research and analysis including of legal nature); participating in monitoring and reporting of violations of human rights and international humanitarian law. Contribute to raising the human rights awareness of the population, building the capacity of civil society and of authorities to uphold to human rights standards.

2. Describe the type and extent of supervision given to the post.

The approach to be followed in human rights work is formulated jointly with OHCHR and at mission level by Senior or Chief Human Rights Officer. The work is assigned in broad terms (substantive problem, time constraints, general objectives to be attained, policy framework, etc.). Political and legal implications and interpretations are discussed and major deviations from agreed objectives or policies are discussed with supervisor. The final product is reviewed by the supervisor or other requester of advice for conformity with UN/OHCHR organizational policy and objectives.

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

- a. Sensitivity to the political and social environment and ability to adjust behaviors accordingly;
- b. Sound knowledge of fundamental human rights principles and international mechanisms system;
- c. Basic knowledge of institutional mandates related to the position and of UN human rights methodologies;
- d. Capacity to monitor human rights-related matters and to propose possible means for their resolution, including assisting in advocacy efforts;
- e. Ability to identify information relevant to human rights, synthesize significant amounts of information and to produce human rights analysis drawing on all available sources of information, including open sources;
- f. Minimum understanding of the relevance of information and data management and its applicability to human rights work;
- g. Ability to identify new and better approaches to work processes and to incorporate them in daily work
- h. Ability to understand the relevance of other fields, such as protection of civilians, humanitarian action, development, DDR, rule of law, legislative reforms and election support, to human rights issues and activities;
- i. Basic knowledge of project design, monitoring and evaluation.
- j. Is committed to implement the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of the peace operation and to mainstream gender in all activities of the human rights component.

3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

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

3.2 Length and type of practical experience required at the national, and if so required, at the international level:

A minimum of two years of progressively responsible experience in human rights or a closely related field is required. The following experience may be required or desirable: Experience working with international human rights standards, instruments and mechanisms. Previous experience in human rights monitoring and reporting and on/or in building capacity for the promotion and protection of human rights. Experience in analyzing large amounts of information, including from open sources. Experience providing services in the field of Human Rights to or in a field operation of the United Nations Common System or a comparable international organization is desirable.

3.3 Language(s) proficiency required:

English and French are the working languages for the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment:

SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____

NAME: _____

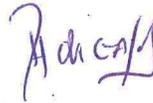
SIGNATURE OF SUPERVISOR (Certification of Correctness of job description): _____



DATE: 04-03-2015

NAME AND TITLE: Roberto Ricci, Chief RESS

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval): _____



DATE: 07-05-2015

NAME AND TITLE: Paula Narcinoto-Silva

Additional Comments: