




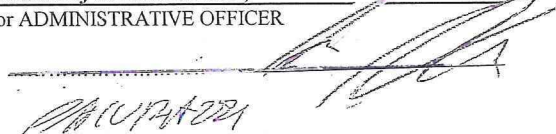

**REQUEST FOR CLASSIFICATION AND RECRUITMENT
GENERAL SERVICE AND RELATED CATEGORIES**

DATE RECEIVED: _____
OFFICERS: _____

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT	POST ENCUMBERED BY	EX INCUMBENT
	<input type="checkbox"/> REVISION OF DUTIES	ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
	<input type="checkbox"/> BUDGET APPROVAL		
	<input checked="" type="checkbox"/> OTHER (SPECIFY):		
IDENTIFICATION OF THE POST <i>(USE OFFICIAL NOMENCLATURE)</i>	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE Human Rights Assistant
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE		ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE



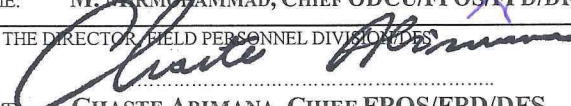
SIGNATURES

(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)

1. SUPERVISOR <i>(Certification of correctness of job description)</i>  Sonia Bakkar, Oic Emergency Response Section NAME AND TITLE _____ DATE _____	3. EXECUTIVE or ADMINISTRATIVE OFFICER  NAME AND TITLE _____ DATE _____
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i>  Sonia Bakkar, Oic Emergency Response Section NAME AND TITLE _____ DATE _____	4. INCUMBENT <i>(This is an accurate description of my post)</i> _____ NAME AND TITLE _____ DATE _____

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

CLASSIFICATION NOTICE - The classification of the post is approved as follows:

FUNCTIONAL TITLE Human Rights Assistant	JOB DESCRIPTION NO. JD/CP073GS
OCCUPATIONAL CODE 2.p – Job Code 3840	CLASSIFICATION LEVEL GS-5
COMMENTS	
CLASSIFICATION OFFICER  NAME: Mary-Anne Gallo, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER  NAME: Fatin Ishaya Kana, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIZATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: M. MURMOMAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS  NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: <u>11/7/15</u>

SECTION A - To be completed by the incumbent of the post, if any. *(If this section cannot be filled out by the incumbent, it may be completed by the supervisor).*

1. Summary of principal functions.

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 assisting in: mapping local actors and undertaking human rights activities in support of team leaders; supporting the organization of activities; referring individual cases to relevant UN or other international, national or local partner services; providing language services as required for human rights component and mainstreaming gender in all activities.

2. Major duties and responsibilities. Describe in order of importance *what* is done and *how* it is done. Please indicate the approximate percentage of time devoted to each function. %

The Human Rights Assistant usually reports to the Human Rights Officer and is responsible for the following duties:

- | | |
|---|--|
| <p>1. Assists the supervisor in the planning of monitoring, investigation and capacity building, including by suggesting most appropriate interlocutors, contributing to initial assessments, taking part of human rights promotional activities, assisting in the development of monitoring questionnaires and assessment surveys, amongst others;</p> <p>2. Assist when required in monitoring activities, including visits to detention facilities, courts, hospitals as required, as thus, is ready to deploy as required;</p> <p>3. Receives and documents complaints on alleged human rights violations;</p> <p>4. Assists in filing the human rights information, including case-related in a relevant, safe and accurate manner, and contributes to team information-sharing systems, and handling of case files;</p> <p>5. Assists in drafting incident and daily reports and contributes to preparation of briefings and other communication materials</p> <p>6. Attends a variety of meetings, including with civil society, local authorities and human rights actors;</p> <p>7. Assists in the logistical organization of all type of human rights activities;</p> <p>8. Assists in the mapping of information for, human-rights activities including, inter alia, mapping of local authorities, civil society representatives and institutions, local human rights actors, including defenders as well as sources of human rights information, that shall serve for collecting and verifying human rights information, monitoring protection risks, creating referral services for victims and witnesses of human rights violations, etc.;</p> <p>9. Supports the development of contacts and networks with civil society actors including NGOs;</p> <p>10. Monitors local and national media, including social media, and draws attention of team leaders-to information that may be relevant to the work of the human rights component;</p> <p>11. Provides language services as required</p> <p>12. Makes suggestions for referral of cases to specialized services;</p> <p>13. Keeps abreast of UN developed policies, including those related to human rights work and takes part in human rights trainings;</p> <p>14. Performs other related duties as required.</p> | <p>40</p> <p>30</p> <p>20</p> <p>5</p> <p>5</p> |
|---|--|

3. **Guidelines:** Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

UN adopted policies and guidelines, including specific to Human Rights. Mission directives and standard operational procedures as well as security policies and regulations. UN developed methodology on core human rights functions.

4. **Consequence of Work:** Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

Discusses priorities with the supervisor. Priorities might have to be reviewed in the event of a crisis. Assists the supervisor in making proposals related to human rights developments in the mission area that may affect operations of the human rights component such as identification of referral services, levels of verification of collected information. They can also relate to identification of populations at risk or in vulnerable situation, for the protection of civilians and to the identification of security threats. Errors would result in inappropriate course of action; they may also result in damage to the mission's reputation and would affect the Organizations' commitments to constituents. Errors could affect the credibility of the Organization.

5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Human Rights Officer (including those heading field or regional office)	Exchange information regarding collected information and its analysis (daily)
Mission counterparts in all other components	Exchange information about Human Rights activities. Weekly
Local authorities	Implementation of capacity building activities and to obtain and verify information. Daily
NGOs, local institutions, civil society representatives, human rights actors other than UN	To obtain and verify information on human rights situation, including violations. To raise awareness on human rights. As and when required
Population at large	To obtain and verify information; Raise awareness on human rights. Daily

6. **Responsibility for the work of others:** Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY

7. **Physical requirements**

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

The job requires desk work (sitting) around 50% of the time. Approximately 50% is spent walking and standing while accompanying Professional staff to field missions, meetings with authorities, or doing presentations to stakeholders. Work is usually 5 days a week.

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

Work in a normal office environment, sharing the space with other colleagues and using computers, printers, photocopiers. Work occurs also in public spaces (streets, hospitals, detention facilities, camps, etc) when accompanying Professional staff.

SECTION B - To be completed by the supervisor of the post.

1. Purpose: Describe the overall purpose, objectives, or goals of the post.

Contributes to the protection and promotion of human rights and to raising the human rights awareness of the population, building the capacity of civil society and of authorities to uphold to human rights standards. Establishes collaboration and partnerships with local authorities and civil society.

2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

The work is assigned in broad terms (substantive problem, time constraints, general objectives to be attained, policy framework, etc.). Operational implications and interpretations of rules, regulations and mission relevant directives 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 but also for accuracy.

3. Qualifications required to perform the assigned duties of the post

(a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

High school diploma or equivalent. Training in human rights/social work related is desirable. Trainings on communication, project monitoring, logistical, budgetary & administrative issues an asset. Amongst skills/knowledge: Sensitivity to the political, social and cultural environment and ability to adjust behaviors accordingly; Awareness of population diversity and of its needs, including of those in vulnerable situations; Some knowledge of domestic legal system Good understanding of functioning of national institutions; Some knowledge of fundamental human rights principles; Awareness of mission mandate; Ability to gather, verify, evaluate information from a variety of sources; Ability to identify new and better approaches to work processes & to incorporate them in daily work: committed to gender equality.

(b) Experience: Indicate the *type* and *length* of practical experience required.

Five (5) years of experience in social work, as legal/paralegal or a field closely related to human rights, e.g. supporting community development or humanitarian assistance; experience working with communities or victims; providing administrative/logistical support..

Experience that may be required/desirable: developing and/or implementing projects for communities at risk or population in vulnerable situations; working with national/international, legal/human rights standards; in human rights monitoring & reporting; providing training or participating in information or awareness raising campaigns; project management: assisting individuals at risk; working with NGOs civil society organizations or as a civil servant.

(c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

English and French are the working languages of 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.

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.270, GENERAL SERVICE)

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.

Section A

1. Summarize the major duties to give a quick overview of the post's activities.

2. **Duties and responsibilities**

Each post is responsible for generally four or five major duties or functions. 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. Terms such as "assists", "prepares", "handles", or "participates" describe relationships but do not actually describe what is done to assist, how something is prepared or handled, or how one participates; therefore, they should be accompanied by an explanation of the "what" and "how" of the actual duties.

Keep in mind the outputs or end products (what is produced or what the work leads up to). Present facts, not appraisals or evaluations of the work. The following examples from different posts illustrate explanations of how the work is accomplished.

- a. Processing of communications: 30%
 - (a) Types from draft in final form, in English, French and Spanish either for dispatch or for photo-offset, letters and notes with appropriate documents sent to the Unit for processing. After this, sends to the Ministries of Foreign Affairs, the Permanent Missions, Organizations and special agencies.
 - (b) Proofreads carefully the letters and notes which come from the Printing Section. Retypes the salutations of the notes as well as the addresses of the letters and special agencies where necessary.

- b. Assists in arranging meetings - for Directors' Meeting, Board Meeting, ad hoc meetings: 15%
 - a) Assembles, copies and distributes background papers and agenda (occasionally under own signature).
 - b) Schedules conference rooms.
 - c) Arranges working lunches for the Executive Director with Regional Directors.
 - d) Distributes reports or minutes or meetings.

- c. Recruitment of Experts, consultants, volunteers: 10%
 - 1) Obtains information for completion of recruitment form transmitting draft job descriptions to recruitment service.
 - 2) Completes the request for P.5 to initiate recruitment action and transmit to Administrative Services.
 - 3) Completes Special Service Agreement, giving details of account number, travel, etc.
 - 4) Types submission letters of qualified candidates to Government via the Resident Representative's Office, upon receipt of nominations.
 - 5) Sends Letters of Welcome and Channels of Communication to experts.

3. **Guidelines**

Describe the nature of the guidelines by listing them and describe the way they must be used, for example are they followed exactly, are they readily available or must they be searched out, must selection be made from among a number of alternatives.

4. **Consequence of work**

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. Decisions and recommendations made often relate to the choice from among guidelines, but they may also involve decisions or recommendations on what can be done to complete the work before referring to another source. Describe these kinds of choices made. In addition describe the damage that would be caused by errors in making these choices such as loss of time of incumbent, other staff members, or equipment; expenditure of excess funds; or additional work of others.

5. **Work Relationships**

Include only those contacts which are typical and occurring during the work cycle and indicate how contact is made (personal contact, telephone contact, correspondence).

6. **Responsibility for the Work of Others**

Be explicit in describing the nature of the responsibility. General terms like "supervise" are not sufficiently descriptive.

Section B

1. **Purpose**

Provide a brief statement of the overall objective or purpose of the post, such as, provides secretarial support to a recruitment officer.

3. **Qualifications Required**

- (a) The kind of training refers to knowledge of general office work or specialized work (such as computer, statistics, accounting). Type of training refers to the method such training would normally be acquired, such as high school, trade school, on the job, etc.
 - (b) **Experience**
Indicate how the experience relates to the job - such as it increases efficiency by allowing faster processing or it provides more in depth familiarity with the exceptions that occur in normal operations.
 - (c) **Languages**
Please describe the way in which languages are used.
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