

United Nations JPO Programme



TERMS OF REFERENCE

23P089

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Human Rights

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Human Rights Affairs

Organization/Office:
United Nations / OHCHR Western Africa Regional Office

Duty Station:
Dakar, Senegal

[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

Direct Supervision by:
P4 Human Rights Officer

Title of Supervisor:
Human Rights Officer

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

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Researches and collects information pertaining to human rights matters, including their gender dimensions from a variety of data sources (e.g. communications, publications, the press) to keep abreast of issues/events and provide up-to-date information; assists in the analysis of information, to include the impact on the countries and thematic mandates on the human rights situation in assigned area.
- Drafts a variety of reports and correspondence relating to human rights matters.
- Participates in hearings and consultations; prepare summaries of results.
- Maintains awareness of current human rights issues, to include relevant political and legal developments in the country(ies) concerned.
- Participates in human rights training programmes for national law enforcement officials, representatives of the civil society and human rights non-governmental organizations (NGOs) in order to promote national capacity building.
- Reviews human rights issues, including their gender dimensions, and participates in discussions with other Human Rights Officers (HROs) on the integration of these issues into political, humanitarian and economic efforts and programmes.
- Assists in promoting efforts for community mobilisation and those that focus on exercise of rights of population.
- Participates with other HROs in discussions with relevant authorities and other influential actors with the aim of stopping or preventing human rights violations or seeks other remedial action by the authorities to prevent similar violations occurring in the future.
- Liaises with government, NGOs, Civil Society organizations, UN agencies and other partners to create baseline data on the human rights situation, with special attention to vulnerable groups.
- Maintains awareness of current social affairs and related issues, to include relevant political, policy, gender issues/considerations or other developments especially related to women, youth and economic, social and cultural rights in West Africa.
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in law, political science, international relations, social sciences or related field.

Work experience:

A minimum of two years of progressively responsible experience in human rights, political affairs, international relations, law or related area is required.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English and French is required. Knowledge of Portuguese desirable.

UN competencies:

PROFESSIONALISM: 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: 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.

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.

V. Learning Elements

On completion of the assignment, the JPO will have contributed to:

- Strengthened WARO's presence and support to interagency groups on human rights ensuring human rights is mainstreamed across activities of these groups;
- Increased awareness of regional human rights actors and partners on key human rights concerns and relevant actions to be taken;
- Reinforced and supported WARO's engagement with civil society organizations, women's organizations and youth groups.
- Contributed in the drafting of a variety of reports, briefings, notes and research, including on strategic thematic priorities relating to women's rights, youth, and economic, social and cultural rights in the countries of the sub-region, including Cabo Verde, Benin and Senegal.

VI. Background Information

The West Africa Regional Office of the UN High Commissioner for Human Rights based in Dakar, Senegal (OHCHR-WARO) is the main UN institution in charge of the protection and promotion of human rights in the sub-region, with particular focus on Senegal and other West African countries where OHCHR has no field presence, such as Benin, Cabo Verde, Cote d'Ivoire, The Gambia, Ghana, and Togo.

The Office's programme includes increasing implementation of the international human rights mechanisms outcomes; integrating human rights in sustainable development; strengthening rule of law and accountability for human rights violations; enhancing equality and countering discrimination; enhancing and protecting civic space and people's participation; early warning, prevention & protection of human rights in situations of conflict and insecurity with special focus on prevention, people on the move, climate change and civic space. The Spotlight population include women, young people, persons with disabilities, children, migrants and LGBTI.

These geographic and thematic engagements are conducted through providing advisory services, technical cooperation and capacity building, as well as monitoring, reporting, research and advocacy.