

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

I. Position Information

Job Code Title:	HUMAN RIGHTS OFFICER
Pre-classified Grade:	NO-A
Supervisor :	Coordinator of the Institutional Strengthening Unit
Organizational Unit:	OHCHR Mexico
Duty Station:	Mexico City

II. Organizational Context

Under the guidance and direct supervision of the Coordinator of the Institutional Strengthening Unit (ISU) and the overall direction of the Representative, the National Human Rights Officer ensures effective and efficient functioning of the OHCHR office, with full confidentiality in order to carry out the United Nations High Commissioner for Human Rights mandate.

In the implementation of this mandate, the Office in Mexico analyzes public policies, governmental programs, and legislation, in order to promote the adoption of the necessary measures that will help improve the human rights situation in the country and therefore comply with the international human rights standards. The Office will provide technical assistance regarding the elaboration of human rights indicators, which might be used as an accountability tool.

III. Main duties / Key results

In consultation with the ISU coordinator, the Human Rights Officer's main tasks and responsibilities will be to:

- Collaborate with the planning of the Institutional Strengthening Unit and the overall plan of OHCHR Mexico;
- Provide advice to the Representation and the Office's Units on office wide resource mobilization strategies and approaches
- Prepare narrative and financial proposals and reports to local donors, in close coordination with the Unit's coordinator.
- Support, in accordance with ISU planning, the work resulting from the UN Country Team.
- Plan, design and implement capacity building activities for all actors, local and national.
- Follow up and support the implementation of the National Human Rights Programme and the overall formulation and implementation of human rights policies, at the local and national levels.

- Support the Institutional Strengthening Unit in liaising and advocate with relevant national and local authorities, National and Local HRI's, and CSO's.
- Under the supervision of the ISU Coordinator, write reports, strategies, official correspondence, briefings, statements and communications, including talking points.
- Perform other duties as required.

IV. Impact of Results

The key results have an impact on the delivery of OHCHR Mexico's work plan, in particular regarding the ability to mobilize resources, foster the implementation of the human rights policies, at the local and national levels, and the impact of the capacity building activities.

V. 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. Deep knowledge of international human rights law, the work of the human rights mechanisms and the Mexican government structure, at the federal and state level. Comprehensive knowledge of the international cooperation system and project administration. Knowledge and understanding of UN policies relating to the latter, procedures and operations is desirable.
- **Planning and 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.
- **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.
- **Creativity** - Actively seeks to improve programmes or services.; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.
- **Accountability** – Takes ownership for all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Technology awareness** - Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Master's Degree or equivalent in law, political sciences, international relations, social sciences or any other discipline related to human rights. • Alternatively, a Bachelor's Degree or equivalent in law, political sciences, international relations, social sciences or any other discipline related to human rights and at least two years of relevant work experience in a human rights related field.
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Experience:	<ul style="list-style-type: none"> • At least 2 years of progressively professional experience at national and/or international levels in the human rights field. • Fundraising experience will be considered as an asset • Demonstrated experience in dealing with some key stakeholders for example, the diplomatic community, governments, national institutions, NGO's and the range of actors in the field of human rights, as well as treat issues related to fundraising with the corresponding partners. <p>Demonstrated experience in public communication, including the production of a variety of written reports in a clear and concise style, delivery training presentations to external audiences.</p>
Language Requirements:	<ul style="list-style-type: none"> • Fluency in Spanish and English (both written and spoken) is required. • Knowledge of another official United Nations language is an advantage.
Other Skills:	<ul style="list-style-type: none"> • Basic knowledge of Word, Excel, Powerpoint and other office applications.

VII. Applications

Please send your electronic United Nations P-11 form duly signed and relevant academic/professional certificates to the following e-mail: rhmexico@ohchr.org. Please clearly mark your application with the subject "HUMAN RIGHTS OFFICER – ISU (NO-A)".

Deadline for Applications: **July 17, 2016**

Date of Issuance: **July 1st, 2016**

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