

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

I. Position Information

Job Code Title:	Human Rights Officer (Monitoring Unit)
Pre-classified Grade:	NO-A
Supervisor :	Coordinator of the Monitoring Unit
Organizational Unit:	OHCHR Mexico
Duty Station:	Mexico City

II. Organizational Context

Under the direct guidance and supervision of Coordinator of the Monitoring Unit and the overall guidance of the OHCHR-Mexico's Representative, the Human Rights Officer (Monitoring Unit) will be responsible for documenting cases and situations of human rights violations and contributing to information exchange with relevant authorities, UN special procedures, and other counterparts relating to the case/situation.

III. Main duties / Key results

Main duties

- ❑ Document, through interviews, access to judicial files, field visits and meetings, inter alia, cases of alleged human rights violations or situations where these are taken place recurrently.
- ❑ Provide in-house expertise on issues relating to indigenous people's rights and economic, social and cultural rights.
- ❑ Provide federal and state authorities with adequate information to protect human rights and address human rights violations so as to strengthen the dialogue on human rights issues with Mexican authorities;
- ❑ Provide advice to human rights victims on the mechanisms available, both at a national and international level, to access their rights and/or seek for protection.
- ❑ Provide advice to other colleagues of the Monitoring Unit, and eventually to other staff members, on the Mexican legal system and current political development.
- ❑ Strengthen effectiveness of human rights mechanisms (mainly UN Special Procedures and treaty bodies) by:
 - Maintaining the mechanisms informed on trends and cases, and
 - Building local actors' capacities to utilize them.
- ❑ Provide up-to-date and accurate information and analysis to OHCHR on trends, concerns and individual cases.

These duties entail the following activities:

- ☐ Documentation, systematization and analysis of human rights information (database for individual cases);
- ☐ In close coordination with the Security Officer and UNDSS, advice on how to address situations of demonstrations in front of the office
- ☐ Carry out regular field missions;
- ☐ Exchange of relevant information and recommendations with authorities and counterparts;
- ☐ Interviews with human rights victims;
- ☐ Drafting of statements, reports or communications on human rights cases or situations of concern;
- ☐ Drafting of thematic reports;
- ☐ Receive complaints from the public and offer guidance/assistance on human rights protection mechanisms.
- ☐ Perform other duties as required.

Other related tasks

- ☐ Participate in planning exercises for the Office as whole.
- ☐ Delivering capacity-building courses for victims and civil society on human rights issues, as required.
- ☐ Assist in the guidance of United Nations Volunteers and interns who work in the Monitoring Unit.
- ☐ Undertake other related tasks necessary for the completion of the objectives and the general mandate of the OHCHR-Mexico.

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 contribute to the Office's assessment of the human rights situation on the ground. The Human Rights Officer's work should also impact the Office's capacity to provide accurate recommendations to authorities aimed at ensuring the implementation of human rights standards.

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.
- **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 of 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; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Master's Degree or equivalent in Law, International Relations, Political Science or other social sciences. • Alternatively, a Bachelor's Degree or equivalent in Law, International Relations, Political Science or other social science and at least two years of relevant work experience in a human rights- related field.
Experience:	<ul style="list-style-type: none"> • At least 2 years of progressively and relevant experience in human rights at national or international level in the human rights or related field is required. • Previous experience with the United Nations or an international organization is an advantage.
Language Requirements:	Fluency in Spanish and English (both written and spoken) is required. Knowledge of another official United Nations language is an advantage.
Other Skills:	Basic knowledge of Word, Excel, and Powerpoint. Management skills, including the ability to coordinate and supervise staff.

VII. Applications
<p>Please send your electronic United Nations PHP 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 (Monitoring Unit) - NOA"</p>
<p>Deadline for Applications: July 17, 2016 Date of Issuance: July 1st, 2016</p>

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.