



NACIONES UNIDAS
DERECHOS HUMANOS
OFICINA DEL ALTO COMISIONADO
México

Core Values: Integrity, Professionalism, Respect for Diversity

ASSISTANT – HUMAN RIGHTS IN THE JUDICIARY BRANCH (GS-4) - *Temporary Appointment*

Deadline for applications: March 26, 2017

Date of issuance: March 17, 2017

Duration: Five months (from April 3rd – August 31st, 2017)

Organizational Unit: OHCHR Mexico

Duty Station: Mexico City

Description of functions

Under the direct supervision of the Legal Unit Coordinator, the general guidance of the Deputy Representative and the overall guidance of the Representative, the Assistant for Human Rights in the Judiciary Branch will be responsible for the following:

Core related activities:

- Contribute in the elaboration of legal briefs.
- Follow up on the deliberations of the Supreme Court in the field of human rights and inform to the Office in a timely manner of the human rights issues that are being discussed
- Contribute in the elaboration of thematic and analytical documents, particularly on the rights to person with disabilities, as well as provide inputs to prepare Office documents, speeches and reports.
- Participate in the conception of technical advice provided by the Office to the Judiciary Branch.
- Assist in capacity strengthening and training activities, particularly to the rights to person with disabilities.
- Participate in the monitor the execution of actions and strategies of office work plans.

Support activities:

- Arrange and coordinate appointments for the Unit.
- Organize and coordinate arrangements for missions, seminars, workshops and conferences including necessary correspondence regarding participation and documentation of activities.
- Backup in other legal and administrative activities when necessary.
- Undertake any Office related task, as required by the supervisor.

Competencies

Professionalism - Good knowledge of the international human rights standards and their practical implementation and exposure to a range of human rights issues, to include approaches and techniques to address sensitive problems. Good knowledge of the national and international human rights jurisprudence. Demonstrates professional competence; conscientious and efficient in meeting commitments, observing deadlines and achieving results; good capacity of analysis and synthesis including ability to evaluate and integrate information from a variety of sources and assess impact on the human rights situation. **Communication** - Good communication (spoken, written and presentational) skills, including the ability to produce a variety of written reports and good interaction skills with judicial bodies. **Planning and organizing** - Demonstrated organizational skills and ability to establish priorities and to plan coordinate and monitor related activities. 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. **Teamwork** - Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. **Technological awareness**- Proficiency in use of relevant software applications and systems (particularly Word-processing, and Presentation software) required.

QUALIFICATIONS

Education

Complete secondary education, high school education diploma or equivalent. Specific training in a field relevant to Human Rights or related area will be an asset.

Work experience

At least 4 years of progressively responsible experience at national level in the human rights or related field. Previous experience on rights on person with disabilities is an asset.

Languages

Fluency in written and spoken Spanish and working knowledge of English.

Other desirable skills

Good capacity to work under pressure.

The United Nations shall place no restrictions on the eligibility of man 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, Art. 8) English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a smoke free environment.