

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**I. Position Information**

Job Code Title:	<b>Assistant Human Rights Officer - Disappearances</b>
Pre-classified Grade:	<b>NO-A</b>
Supervisor:	Grave Human Rights Violations Unit Coordinator
Organizational Unit:	OHCHR Mexico
Duty Station:	Mexico City

**II. Organizational Context**

Under the guidance and direct supervision of the Coordinator of Unit on Grave Human Rights Violations 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 Coordinator of the Unit, the Assistant Human Rights Officer's main tasks and responsibilities will be to:

- Collaborate with the planning of the Grave Human Rights Violations Unit and the overall plan of OHCHR Mexico, especially in relation to disappeared people;
- Support the Grave Human Rights Violations Unit in liaising and advocate with relevant national and local authorities, National and Local HRI's, victim's groups and CSO's, especially in relation to disappeared people.
- Prepare narrative and financial reports, in close coordination with the Unit's coordinator.

- Plan, design and implement capacity building activities for all actors, local and national.
- Follow up and support the formulation and implementation of human rights policies, at the local and national levels, especially in relation to disappeared people.
- Under the supervision of the Coordinator of the Unit, 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 foster the implementation of the human rights policies, at the local and national levels, and the impact of the capacity building activities in relation to disappeared people.

#### V. Competencies

- **Professionalism** - 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. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.

<b>VI. Recruitment Qualifications</b>	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Master's Degree or equivalent degree in law, political sciences, international relations, social sciences or any other discipline related to human rights is required.</li> <li>• Alternatively, a Bachelor's Degree in law, political sciences, international relations, social sciences or any other discipline related to human rights in combination with two additional years of relevant work experience in a human rights related field may be accepted in lieu of the advanced university degree.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Applicants to positions at this level who have an advanced university degree in a relevant field of study are not required to have professional work experience. For applicants who have a first level university degree, two additional years of qualifying work experience at national and/or international levels in the human rights field is required.</li> <li>• Demonstrated experience in dealing with some key stakeholders for example, the diplomatic community, governments, national institutions, NGO's, victims and the range of actors in the field of human rights is highly desirable. 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 is also desirable.</li> <li>• Knowledge and experience in relation to disappeared people is highly desirable.</li> <li>•</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in Spanish and English (both written and spoken) is required.</li> <li>• Knowledge of another official United Nations language is an advantage.</li> </ul>
<b>Other Skills:</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of Word, Excel, PowerPoint and other Microsoft Office applications.</li> </ul>

<b>VII. Applications</b>
Please send your electronic United Nations P-11 form duly signed and relevant academic/professional certificates to the following e-mail: <a href="mailto:ohchr-rhmexico@un.org">ohchr-rhmexico@un.org</a>

Please clearly mark your application with the subject “Assistant Human Rights Officer – Disappearances (NO-A)”.

Deadline for Applications: **June 4, 2022**

Date of Issuance: May 18, 2022

*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.*