

United Nations JPO Programme



TERMS OF REFERENCE

24P107

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Human Rights

Sector of Assignment:

Human Rights Affairs

Organization/Office:

United Nations / Office of the High Commissioner for Human Rights/ Human Rights and Disability Unit

Duty Station:

Geneva, Switzerland

[Non-Family Duty Station: yes / no x ☐

Duration:

1 year (with possible extension for up to a total of 2 years)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor: Chief of Branch

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.

The JPO can expect to join a weekly meeting with the supervisor, as well as additional supervisory meetings as necessary. The JPO will also be able to join one of the regular induction trainings for new staff held in Geneva.



III. Duties, Responsibilities and Output Expectations

Responsibilities:

Under the direct supervision of the Human Rights and Disability Adviser, Human Rights and Disability Unit's Coordinator, in Geneva, the JPO will be responsible for the following duties:

- Assist OHCHR in ensuring the integration of a human rights-based approach related to the human rights of persons with disabilities according to the Convention on the Rights of Persons with Disabilities (CRPD) as well as the Sustainable Development Goals (SDG), into gender equality and Economic and Social Rights, particularly applying an intersectional approach in relation to goal 5.4.
- Support the Human Rights and Disability Unit in its mandate to support SDG-CRPD implementation, with a particular focus in national and local governments.
- Assist with SDG-CRPD learning initiatives, including in the context of the UN system support to SDG implementation and initiatives of and for RCs/UNCTs and UN common country programming in the reformed CCA/UNDAFs.
- Contribute research and briefing material on the lessons learned from country-based policy implementation, other experiences in capacity development and learning initiatives, including non-UN contexts, and assist with sharing information and information management by collecting case studies, tools, and resources for internal and external websites and databases as necessary.
- Support OHCHR in the engagement and development of new and existing partnerships with relevant stakeholders working on SDG-CRPD implementation, including supporting OHCHR's field presences operating in partnership with other entities as part of joint projects, or human rights components in peace and security or development infrastructures.
- Support the creation / institutionalization of SDG-CRPD experts and influencers' networks at the national and regional levels through the various University fellowships and UN agency partnership initiatives underway.
- Assist with the development of specific tools for States, CSOs and NHRIs to engage effectively on SDG-CRPD implementation.
- Assist with the flow of information from various ongoing activities and innovation underway to the UN Human Rights Mechanisms.
- Assist various OHCHR teams in utilizing the identified good practices to support cross-fertilization in policy and adaption of such practices to country specific contexts to build back better.
- Integrate a gender perspective throughout the different functions and activities performed.
- Perform other related duties as required.

IV. Qualifications and Experience

Education:

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

Work experience:

A minimum of two years of progressively responsible work experience in human rights, including experience on the human rights of persons with disabilities is required. Experience in disability policy

implementation or monitoring is a requirement.

Experience in supporting UN interagency mechanisms or processes, UN operational activities for development and/or humanitarian action would be an advantage. Experience in supporting UNCT on human rights and development issues, including in relation to common country programming processes (CCA, UNDAFs etc.) with practical advice and training activities is an asset.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official UN language is 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

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

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 be able to:

- Write assessment and lessons-learned reports
- Contribute to developing training and capacity-building materials and modalities for different audiences
- Monitor progress in mainstreaming human rights of persons with disabilities in policy implementation
- Engage in a broad range of activities and technical assistance in the area of human rights of persons with disabilities and development with UN agencies, partners and other relevant stakeholders, with specific attention to implementation in the field.

VI. Background Information

The Office of the High Commissioner for Human Rights (UN Human Rights) is the leading UN entity on human rights. UN Human Rights provides assistance in the form of technical expertise and capacity-development in order to support the implementation of international human rights standards on the ground. It assists governments, which bear the primary responsibility for the protection of human rights, to fulfil their obligations and supports individuals to claim their rights. OHCHR has a staff of some 1300 people and its headquarters are in Geneva, and has an office in New York. It has field presences that comprise regional and country/stand-alone offices. Furthermore, UN Human Rights supports the human rights components of UN peace missions or political offices and deploys human rights advisers to work with the United Nations Country teams.

This post is based in OHCHR's Geneva headquarters in OHCHR's Thematic Engagement, Special Procedures, and Right to Development Division (TESPRDD), within the Development Economic, Social Rights Branch at the Human Rights and Disability Unit.

The Unit leads OHCHR work on disability rights, both internally and externally in all areas. It also supports the Human Rights Council and inter-agency structures. The Unit is expanding in its area of influence rapidly, operating strategically through partnership collaboration. The Unit also works closely with the various thematic teams within the division to ensure an integrated approach on all rights as well as supports the work of the UN Human Rights mechanisms. It aims to lead the way for future dynamic and innovative partnerships to establish a strong culture of all human rights.

The JPO will be located within the Human Rights and Disability Unit, under the direct supervision of the coordinator, the Human Rights and Disability Adviser. The JPO will have the opportunity to learn on policy implementation in multiple areas, thereby making way for a comprehensive understanding of several thematic issues, including related challenges on the field. Learning from within the Unit will provide an environment that uses innovative approaches to partnerships, communications, and methodologies. The Unit will allow the JPO to strengthen further an integrated human rights approach to providing effective implementation while gaining insights into UN development policies and programmes. Exposure to the international human rights system and its mechanisms in Geneva will be part of the experience.