

**GENERIC JOB PROFILE**  
**Gratis Personnel**  
**Human Rights Officer - P3**

**Organizational Setting and Reporting Relationships:** This is a generic job specification. This function is located in the Office of the High Commissioner for Human Rights (OHCHR), Thematic and Special Procedures Division (TSP). The role will provide support to the system of special procedures mandates of the UN Human Rights Council, composed of 59 country and thematic mandates, and coordination functions.

**Duration:** One year with the possibility of extension.

**Responsibilities:** Within delegated authority, the Human Rights Officer will be responsible for the following duties:

- Contribute to the day-to-day coordination of the Special Procedures system by organizing regular inter-mandate consultations, preparing agendas and background notes, tracking follow-up actions, and ensuring timely information flow between mandate holders, OHCHR branches, and external partners.
- Maintain and update coordination mechanisms (e.g., SP Coordination Committee, thematic working groups) by preparing analytical inputs, drafting minutes, and monitoring implementation of agreed decisions.
- Systematically collect, verify, and structure quantitative and qualitative data on Special Procedures activities (communications, country visits, thematic reports, follow-up actions) using internal databases and external sources.
- Produce analytical dashboards, trend analyses, and evidence-based summaries to support strategic planning, reporting to senior management, and external communication.
- Map and assess instances where Special Procedures have contributed to early warning, prevention of human rights violations, and conflict mitigation, including through communications, public statements, and country visits.
- Analyse and document how Special Procedures outputs contribute to specific SDG targets and indicators, and prepare guidance notes for integrating SP work into UN-wide SDG processes.
- Design and implement structured follow-up methodologies for Special Procedures recommendations, including country-specific follow-up matrices, stakeholder engagement plans, and monitoring tools.
- Conduct in-depth research on thematic and country-specific human rights issues relevant to Special Procedures mandates, drawing on SP outputs, UN documents, academic sources, and field information.

- Provide expert advice to ensure Special Procedures findings and recommendations are incorporated into UN political, humanitarian, development, and peacebuilding strategies, including Common Country Analyses, Cooperation Frameworks, and crisis response mechanisms.
- Draft human rights inputs for inter-agency processes, Security Council briefings, and senior-level policy discussions.
- Develop annual and quarterly work plans for assigned thematic or country portfolios, including objectives, deliverables, timelines, and performance indicators.
- Represent OHCHR at working-level meetings with Member States, UN entities, NGOs, and academic institutions, presenting SP-related analysis.
- Design and deliver training modules for mandate holders, OHCHR staff, and external partners on SP procedures, methodologies, follow-up practices, and data management tools.
- Draft high-quality reports, policy papers, briefings, speeches, and public statements for mandate holders, senior OHCHR officials, and intergovernmental bodies.
- Ensure accuracy, coherence, and alignment with UN human rights standards and
- Perform additional tasks related to the Special Procedures Branch or OHCHR priorities, including surge support during crises, contributions to corporate processes, and participation in cross-cutting initiatives.

#### **Competencies:**

- **Professionalism:** Knowledge of human rights issues and ability to identify related problems in their political, ethnic, racial, gender equality and socio-economic dimensions. Knowledge of institutional mandates of human rights organizations, prevailing policies and procedures. Research and analytical skills, including ability to identify and participate in the resolution of human rights issues. Ability to identify sources for data collection, research and analyze information and draft human rights reports. Ability to evaluate and integrate information from a variety of sources and assess impact on the human rights situation in the area of assignment. 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.
- **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 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.

**Qualifications:**

**Education:** Advanced university degree (Master's degree or equivalent) in law, political science, international relations, social sciences or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five (5) years of progressively responsible experience in human rights, political affairs, international relations, law or related area is required. Out of the five years (5) years, a minimum of one (1) year of experience with human rights mechanisms is desirable.  
Experience in drafting official reports is desirable.  
Experience in analysing complex datasets and providing related strategic assessments is desirable.  
Experience in organizing complex cross entity coordination and training is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.