

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- External/Internal

Vacancy#: UNMIL-SUB-HRPS-15-2239	Deadline: 8 October 2015
Post Title: Associate Human Rights Officer (1 Position)	Level: NO-B
Organizational Unit: Human Rights & Protection Section	Location: Monrovia
IMIS Post #: 79283	Gross Salary: US\$32,247.00
Initial Appointment: One year and renewable subject to funding and extension of UNMIL's mandate as well as operational requirements and satisfactory performance	
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Personnel Office and attach copies of the following: Proof of Liberian nationality (Birth certificate/Passport), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.	

Description of Main Duties:

Under the overall supervision of the Chief of Section and in close collaboration with Human Rights Advisors and Officers, the incumbent will be responsible for engaging the Human Rights and Protection Section in closer, strategic collaboration with civil society. The main duties include:

- Use the human rights based approach, identify, designs and delivers a range of training and awareness raising activities to build understanding of human rights, empower interlocutors, and improve respect for human rights in practice.
- Through development of an effective contact network and stakeholder consultations, identify training needs and target groups from among local Government officials, civil society, communities, and UN partners.
- Based on consultations, and analysis of monitoring information, design appropriate, relevant training and awareness raising projects for a variety of audiences, Conducts, alone or in collaboration with others, training and awareness raising projects and programmes and human rights to targeted groups.
- Work with appropriate partners including the Office of the Independent National Commission on Human Rights, Government, and civil society, research, monitor and analyze the human rights situation in the geographic area of operation to create baseline data to design of effective interventions, and evaluative data to ensure that interventions including capacity building are having a positive impact.
- Continually assess the social, political and legal context, and through extensive contacts with a wide range of interlocutors, identify critical human rights issues and civil society groups in the area of responsibility.
- Develop close and professional working relationship with county duty bearers in order to advocate for better protection of human rights, correct current violations and strengthen compliance with human rights standards to empower state/ county and civil society actors to take responsibility to effectively address concerns and improve the human rights situation.
- Through ongoing monitoring and analysis, assess whether the interventions conducted including capacity building and awareness rising have had a positive impact on respect of human rights in the area of operations.
- Write clear and objective regular and analytical reports with recommendations (daily, weekly, notes for the file, project reports) relating to human rights matters for submission to relevant colleagues at HQ and in the Field Office.
- Provide independent status reports on the status of implementation of the National Human Rights Action Plan, once finalized, as relevant to the geographic area of responsibilities.

- As required, write analytical reports on key issues in the area of operation, and contribute to section public reports and conducts specific tasks on instruction of the Chief or Deputy Chief of Section relating to Monrovia- based institutions including Ministries and Independent National Commission on Human Rights.
- Produce accurate, timely notes for the file to ensure a proper institutional record of contacts with interlocutors among local Government, civil society, and UN and other international partners.
- Contribute to the design, implementation, and evaluation of the Section work plan and county level One UN filed office work plan.
- Produce an individual work plan based on agreed Section priorities which also takes into account priorities in the area of operation. Contribute with other UN colleagues, to the development of a coordinated field office work plan which ensures the use of human rights based approach and gender and human rights mainstreaming.
- Perform other responsibilities as required.

Competencies:

- **Professionalism** – Have a thorough knowledge of writing analytical reports on key issues in the area of operation, and contribute to section public reports and conducts specific tasks on instruction of the Chief or Deputy Chief of Section relating to Monrovia- based institutions including Ministries and Independent National Commission on Human Rights.
- **Planning and organizing:** Effective organizational skills and ability to work independently and with minimum supervision. Ability to train and supervise the work of others.
- **Technological Awareness** – Good computer skills. Ability to operate common office management databases.
- **Communication** — Good written and oral skills including ability to convey technical concepts and recommendations effectively.
- **Teamwork** – Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications and Experience:

- **Education:** First Degree or equivalent in Political Science or Public Administration.
- **Experience:** A minimum of 4 years of progressively responsible work experience in the field and two years of which must have been in a supervisory capacity.
- **Languages:** Fluency in spoken and written English. Knowledge of a second official UN language is an asset.
- **Other:** Possession of a valid Driving License (desirable).

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy #: UNMIL-SUB-HRPS-15-2239 should be forwarded to the attention of:
Team I, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Room # 706K
Pan African Plaza, Tubman Boulevard, Monrovia