



United Nations – Office of the High Commissioner for Human Rights (OHCHR)

Junior Professional Officer Program (JPO) Chiffre Nr. 2025-2-31

TERMS OF REFERENCE

I. General Information

Title: JPO in Human Rights

Sector of Assignment: Human Rights, Women's Human Rights, Gender Equality

Organization/Office:

United Nations / Office of the High Commissioner for Human Rights / Women's Rights and Gender Section

Country and Duty Station: Geneva, Switzerland

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Supervision

Title of Supervisor:

Team Leader, Gender and Socio-economic Equality, Women's Human Rights and Gender Section

Content and methodology of supervision:

Regular informal performance evaluation will take place as needed. In addition, the JPO will be requested to prepare a personal work plan under the UN Performance Appraisal System, the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work.

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with 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 her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Provide assistance and support to OHCHR's activities in the areas of gender equality and the rights of women, girls, particularly in socio-economic spheres, including in human rights-based care and support systems, in economic, social and cultural rights and in sustainable development;
- Assist in developing analysis and guidance on integrating human rights of women and girls into the efforts to attain the Sustainable Development Goals (SDGs) and in responses to climate change and environmental degradation;
- Assist in the development and implementation of capacity-building activities on women's human rights;
- Assist in promoting the implementation of the Secretary-General Call to Action on Human Rights and his Common Agenda, particularly in the area of gender equality;
- Research and draft talking points and speeches on women's human rights and gender equality, including on women's rights and inequality, for the High Commissioner, the Deputy High Commissioner, the Assistant Secretary General in NY, and other senior managers as requested;
- Assist in implementing activities mandated by the Human Rights Council and General Assembly, including drafting thematic reports and organizing thematic panel discussions and expert workshops on women's human rights and gender equality;
- Research and draft reports to the Human Rights Council on women's human rights and gender equality;
- Assist in providing inputs to position papers, reports, and other documents developed by the Office on the areas;
- Perform other duties as requested by the supervisor

IV. Qualifications and Experience

Education:

Master's degree in law, economics, social science, international relations, or other disciplines related to human rights.

Work experience:

A minimum of 2 years of relevant work experience in human rights or in the work of the UN. General knowledge about human rights and previous experience working on women's human rights, in particular on economic, social and cultural rights, or gender equality in socio-economic spheres, would be an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of other UN official languages is an advantage.

Other skills:

Good computer skills, including proficiency in word processing, Excel and other commercial software packages. Knowledge on online platforms for virtual meetings and knowledge

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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; Good knowledge of and exposure to a range of human rights issues, good knowledge of institutional mandates, policies and guidelines related to human rights;

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 have/be able to:

- Conduct research on human rights law and policies, in particular addressing human rights concerns in socio-economic spheres, with strong focus on gender equality and intersectionality of discrimination;
- Provide inputs on documents, including project documents and thematic reports developed by the OHCHR field presences, to ensure attention to women's human rights and gender equality;
- Prepare periodic and ad hoc reports;
- Experience in organizing events and workshops, including Human Rights Council mandated activities and;
- capacity building workshops for the United Nations.

VI. Background Information

The mission of the Office of the United Nations High Commissioner for Human Rights is to ensure the universal enjoyment of all human rights by giving practical effect to the will and resolve of the world community as expressed by the United Nations.

The mandate of the Office of the United Nations High Commissioner for Human Rights derives from Articles 1, 13 And 55 of the Charter of the United Nations, the Vienna Declaration and Programme of Action adopted by the World Conference on Human Rights held at Vienna from 14 to 25 June 1993 and subsequently endorsed by the General Assembly in its resolution 48/141, also of 20 December 1993, by which the Assembly established the post of United Nations High Commissioner for Human Rights. In connection with the programme for reform of the United Nations (A/51/950, para. 79), the Office of the United Nations High Commissioner for Human Rights and the Centre for Human Rights are now consolidated into a single Office of the United Nations High Commissioner for Human Rights.

Functions and Organization of OHCHR

The Office of the United Nations High Commissioner for Human Rights:

- (a) Promotes universal enjoyment of all human rights by giving practical effect to the will and resolve of the world community as expressed by the United Nations;
- (b) Plays the leading role on human rights issues and emphasizes the importance of human rights at the international and national levels;
- (c) Promotes international cooperation for human rights;
- (d) Stimulates and coordinates action for human rights throughout the United Nations system;
- (e) Promotes universal ratification and implementation of international standards;
- (f) Assists in the development of new norms;
- (g) Supports human rights organs and treaty monitoring bodies;
- (h) Responds to serious violations of human rights;
- (i) Undertakes preventive human rights action;
- (j) Promotes the establishments of national human rights infrastructures;
- (k) Undertakes human rights field activities and operations;
- (l) Provides education, information advisory services and technical assistance in the field of human rights.

The Office of the United Nations High Commissioner for Human Rights is headed by a High Commissioner with the rank of Under-Secretary-General.

Women's Rights and Gender Section

The Women's Human Rights and Gender Section (WRGS) became fully functional in 2007 to strengthen OHCHR's work on women's human rights and gender issues. The role of the Section is to catalyse, facilitate, coordinate and provide a centre for knowledge. The Section particularly focuses on the following thematic issues: women, peace and security& violence against women; gender integration; sexual and reproductive health and rights; women human rights defenders; discriminatory gender stereotyping; gender equality in SDGs and socio-economic spheres; and the rights of LGBTI persons.

The work of the Section includes:

- Ensuring commitments of UN Member States to address violations of women's human rights;
- Representing OHCHR in inter-agency efforts relating to gender equality and the advancement of women;

- Promoting gender integration across OHCHR and across broader UN planning and programmes in order to maximize the potential of UN human rights mechanisms to actively address “gender justice”;
- Promoting, developing and supporting the High Commissioner’s leadership on women’s human rights and gender issues;
- Providing legal analysis as a basis for the development of globally relevant guidelines and principles to advance the HC’s strategic priorities;
- Producing thematic reports, statements and tools; conducting training, capacity-building and briefings pertaining to women’s human rights and gender;
- Facilitating dialogue among stakeholders and developing a network of experts and NGOs to leverage expertise and advance the women’s and LGBTI persons’ human rights agenda.

Concerning specifically on women’s human rights and gender equality in the attainment of SDGs, the Office is integrating a gender perspective into the Office’s Surge Initiatives on SDGs and economic, social and cultural rights, being conducted by the Office’s field presences. The projects started under the High Commissioner’s leadership to address inequality and human rights. As a part of the efforts for the just recovery from the COVID-19 pandemic and to build societies back better, since 2022, WHRGS and the Human Rights and Disability Unit (HRDU) are coordinating the Office’s work on building human rights-based, gender-, disability-, age- responsive care and support systems, in collaboration with a wide range of Sections/Offices of OHCHR as well as with a number of UN entities (namely UN Women, ILO, UNICEF, UNDP, ECLAC).

The structure of OHCHR on women’s rights and gender includes, headquarters facilitators, regional advisors and focal points in field presences, supported by an office-wide architecture.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2025-2-31 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de