



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

Junior Professional Officer Program (JPO) Chiffre Nr. 2026-1-05

TERMS OF REFERENCE

I. General Information

Title: JPO in Human Rights

Sector of Assignment: Human Rights

Organization/Office: United Nations / Office of the High Commissioner for Human Rights (OHCHR) / Human Rights Inquiries Branch

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:

Acting, Chief of Judicial Cooperation and Accountability Section of HRIB

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 will have a weekly meeting with their supervisor, as well as weekly meetings with the Section and the Branch.

III. Duties, Responsibilities and Output Expectations

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

- Conducts analysis and research on various legal matters pertaining to HRIB-supported activities;
- Drafts legal and analyses and ensures consistency of findings, conclusions and recommendations, applicable law and information gathered;
- Conducts information review under the guidance of the Chief of Section, including interviews and the collection and analysis of open sources material and satellite imagery;
- Assists in the assessment for further analysis and potential uses for accountability purposes of investigative materials maintained by HRIB;
- Drafts legal research, analysis, reports, memoranda, etc. as assigned;
- Performs other duties as assigned.

IV. Qualifications and Experience

Education:

Master's degree in law, human rights, or related field required

Work experience:

A minimum of 2 years of relevant work experience in law, including legal analysis, research and writing is required.

Experience working with an accountability mechanism at the national or international level is desirable.

Languages:

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

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 have contributed to the mandate implementation of the Human Rights Inquiries Branch through the promotion and protection of human rights within its area of responsibility; assisted in providing guidance on relevant legal, policy and thematic issues; contributed to human rights investigations and related accountability processes, in accordance with established UN Secretariat and OHCHR frameworks by assisting in legal and policy guidance; ensure gender mainstreaming in all activities; assisted in and drafted briefings, interview notes and analytical legal documents as required; contributed to building key contacts and partnerships to ensure effective dialogue/exchange on human rights issues.

VI. Background Information

The Human Rights Inquiries Branch provides a dedicated core capacity for an integrated, coherent, and consistent approach for investigations and accountability by providing comprehensive backing to the full range of investigative work undertaken to support the High Commissioner's mandate. The Human Rights Inquiries Branch consolidates organizational capacities to deliver, advise, and support human rights investigative work of all types.

The Junior Professional Officer will work within the Judicial Cooperation and Accountability Section to support all areas of work on legal analysis and accountability and supporting the office in responding to requests for assistance from competent jurisdictions. They will also assist the Section and Branch on building and strengthening partnerships with key partners working on accountability related issues.

Within the Human Rights Inquiries Branch, the Judicial Cooperation and Accountability Section is responsible for legal analysis of information collected for accountability purposes and held under authority of the High Commissioner, including archival material from concluded independent investigations.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2026-1-05 auf dem Bewerbungsbogen
Alle Informationen finden Sie unter www.bfio.de**