

**OHCHR GUATEMALA
VACANCY ANNOUNCEMENT GUA/09/HC-AH/01 - 016/2010**

I. Position Information

Job Code Title:	Human Rights Mechanisms Officer
Pre-classified Grade:	ICS-9
Supervisor:	DR, R

II. Organizational Context

Under the guidance and direct supervision of the Deputy Representative or the Unit Coordinator, the HR Mechanisms Officer is responsible for management of OHCHR programme within the thematic areas assigned. The HR Mechanisms Officer analyzes political, justice, discrimination, economic, social and cultural trends and leads formulation, management and evaluation of programme activities within his/her portfolio provides policy advice services.

The HR Mechanisms Officer leads programme support staff and coordinates activities of his/her assigned area. Works in close collaboration with other thematic unit team, OHCHR HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful OHCHR programme implementation.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of programme strategies
- Management of the thematic areas
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of top quality policy advice services to the OHCHR Representation and facilitation of knowledge building and management

1. Ensures **implementation of programme strategies** focusing on achievement of the following results:
 - Thorough analysis and research of the political, justice, discrimination, economic, social and cultural situation in the country and preparation of substantive inputs to OHCHR Representation.
 - Identification of areas for support and interventions within the thematic/sectoral areas assigned.
 - Provide relevant advisory support, during the elaboration and revision of the OHCHR annual report. Elaborate and revise OHCHR justice documents within its mandate framework.

2. Ensures effective **management of the OHCHR programmes** within the thematic areas assigned focusing on quality control from formulation to implementation of the country programme achieving the following results:

- ❑ Effective application of HR instruments, establishment of management targets and monitoring achievement of results.
- ❑ Design and formulation of OHCHR programme within the area of responsibility, translating OHCHR's priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/success criteria, targets and milestones.
- ❑ HR Mechanisms Officer can perform functions of Manager Level 1 and support participating in the recruitment processes for projects.
- ❑ Substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions.
- ❑ Follow up on thematic recommendations. All exceptions are timely reported.
- ❑ Aggregate reports are regularly prepared on activities, outputs and outcomes.

3. Ensures **creation of strategic partnerships and implementation of the resource mobilization strategy** focusing on achievement of the following results:

- ❑ Development of partnerships with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of OHCHR, country needs and donors' priorities.
- ❑ Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.

4. Ensures **top quality policy advice services to the OHCHR Representation and facilitation of knowledge building and management**, focusing on achievement of the following results:

- ❑ Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.
- ❑ Support to development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
- ❑ Sound contributions to knowledge networks and communities of practice.
- ❑ Organization of trainings for the operations/ projects staff on programme issues.

IV. Impact of Results

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of OHCHR
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Strong IT skills
- Ability to lead implementation of new systems and affect staff behavioral/ attitudinal change

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Political Sciences, Justice, Social Sciences or related field.
Experience:	5 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
Language Requirements:	Fluency in English and Spanish language (oral and written).

Interested candidates shall meet all requirements and submit application letter, enclosing P11 form and resume (*applications may be submitted in Spanish or English*). Please ensure that application is sent to the following address no later than Wednesday, 4 August 2010:

- a) Sealed envelope quoting as reference: “Human Rights Mechanisms Officer”, GUA/09/HC-AH/01 – 016/2010, 5a. Avenida 5-55, Zona 14, Edificio Europlaza, Torre III, Nivel 14, OR
- b) By e-mail to eramirez@ohchr.org.gt

Kindly submit your application to ONLY ONE of the options quoted above. Only pre-selected candidates will be contacted. Your understanding is appreciated.