



### **Job vacancy**

Job title: **Human Rights Officer**

Duty Station: **GANHRI Head Office, Geneva, Switzerland with possible travels abroad**

Duration of appointment: **1 year with possibility of renewal (starting as soon as possible)**

Employment type: **full-time**

Direct supervision: **GANHRI Geneva Representative**

### **Background Information**

**The Global Alliance of National Human Rights Institutions (GANHRI)** is the worldwide membership-based network of national human rights institutions (NHRIs).

GANHRI promotes and strengthens NHRIs to be in compliance with the Paris Principles and provides leadership for the promotion and protection of human rights.

GANHRI provides a framework for NHRIs to work together and cooperate at the international level. We coordinate a wide range of activities, including annual meetings, international conferences, networks, training and capacity building.

GANHRI works in close partnership with the United Nations Human Rights Office – specifically with the National Institutions and Regional Mechanisms Section (NIRMS) – and with the United Nations Development Programme (UNDP). We also work closely with the four Regional Networks of NHRIs in Africa (NANHRI), the Americas (RINDHCA), the Asia Pacific (APF) and Europe (ENNHRI).

GANHRI is registered in Switzerland as a not-for-profit association. Our Head Office is located in Geneva at the Palais des Nations.

To learn more about GANHRI visit our website: [www.ganhri.org](http://www.ganhri.org)

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### **Duties and Responsibilities**

Within delegated authority and under the supervision of the GANHRI Geneva Representative the Human Rights Officer will be responsible for the following duties:

- Conduct research, write and review a variety of documents, including statements, reports, communications and submissions;
- Prepare background briefing notes relevant to GANHRI and to NHRIs' engagement with the UN;
- Provide support and advice to NHRIs in their engagement and advocacy with UN mechanisms (treaty bodies, special procedures, UPR, etc.) and keep close records of it;
- Review and analyze UN reports; compile input from members in view of submissions to UN human rights mechanisms;
- Attend and report on meetings and events at the UN ;
- If required, represent GANHRI at working level meetings;
- Assist in organizing and implementing training and workshops;
- Liaise and be the focal point with GANHRI Working Groups and task forces;
- Conducts human rights-related analysis and research on various human rights related matters;

- Contribute to develop content for the website, knowledge exchange and communications platforms in close collaboration with the Communications officer;
- Draft and help translate, if needed, various documents;
- Provide guidance to interns and volunteers, when required;
- Provide support in preparing and organizing GANHRI's institutional meetings (General Assemblies, Conferences, Bureau meetings, side-events, etc.);
- Contribute to the general functioning of the office, including through accomplishing required admin tasks;
- Perform other related duties as required.

## Education

Advanced university degree (Master's degree or equivalent) in law or related field. Excellent knowledge of human rights and UN human rights mechanisms is also mandatory.

## Work Experience

A minimum of 3 years of progressively responsible work experience in human rights. Experience as human rights officer for the UN or for non-profit organisations is desirable.

## Competences

### Professionalism

- Knowledge of various human rights issues and ability to identify related problems in their political, ethnic, racial, gender equality and socio-economic dimensions.
- 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.

### Teamwork

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise;
- Is willing to learn from others;
- 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 and organising

- 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 adjust plans and actions as necessary;
- Uses time efficiently.

## Languages

English, French, Spanish and Arabic are the working languages of GANHRI. Excellent written and oral communication skills in English are required for the job. Proficiency in at least one of the other GANHRI working languages is also required.

## Assessment

UNOG, Palais des Nations | 1211 Geneva 10 | Switzerland  
Email: [recruitment@ganhri.org](mailto:recruitment@ganhri.org)

Evaluation of qualified candidates may include a written exercise which will be followed by competency-based interview.

**How to Apply: Apply online** following this link:  
<https://forms.office.com/r/yOhWrsjZPZ>

To complete your application also send a Cover letter and your CV to: [recruitment@ganhri.org](mailto:recruitment@ganhri.org)

**Deadline for applications: 8 August 2021.** For further information and for inquiry, send an email to: [recruitment@ganhri.org](mailto:recruitment@ganhri.org)

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. GANHRI reserves the right not to make an appointment.

GANHRI is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates from all groups and communities to apply.