

JOB VACANCY

Job title:	Legal officer
Duty Station:	GANHRI Head Office, Geneva, Switzerland
Duration of appointment:	Fixed term contract for 12 months (with possibility of renewal)
Employment type:	part-time (70% - 80%)
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 be effective in their work to promote and protect human rights, national human rights institutions must be credible and independent.

The [Paris Principles](#) ('Principles Relating to the Status of National Human Rights Institutions') set out internationally agreed minimum standards that NHRIs must meet to be considered independent.

GANHRI, through its [Sub-Committee on Accreditation](#) (SCA), is responsible for reviewing and accrediting NHRIs by reference to the Paris Principles.

The accreditation is a peer-based process, undertaken by GANHRI member NHRIs representing each of the four regions: Africa, Americas, Asia Pacific and Europe. The process is supported by the United Nations through the UN Human Rights Office, which serves as SCA Secretariat and by the observers, which are representatives of the regional networks secretariats and the GANHRI Head Office.

NHRIs that are assessed as complying with the Paris Principles are accredited with 'A status', while those that partially comply are accredited with 'B status'.

As of January 2021, GANHRI had 117 members: 84 'A status' NHRIs and 33 'B status' NHRIs.

About the position

[GANHRI Strategic Plan 2020-2022](#) identifies the need for GANHRI to strengthen the accreditation process. In particular Objective 1, Goal 3, of the strategy refers to the need to “*increase resources to the Head Office, e.g. for additional staff to support the SCA process and ensure institutional anchoring*”. Against this backdrop, the GANHRI Head Office is launching the recruitment process of a Legal Officer, who will contribute to supporting GANHRI's legal work including GANHRI's accreditation process, by providing legal research and advice.

Under the direct supervision of the GANHRI Geneva Representative, the incumbent will accomplish the following:

Tasks

- Conduct legal research and analysis on a diverse range of assigned issues; select relevant material, analyze information and present findings for internal review.
- Assist in the review of legal documents, instruments, or other material; identify important issues, similarities and inconsistencies, etc.
- Provide advice on a diverse range of assigned issues and assists in the preparation of drafts of background papers, studies, reports, etc.
- Support the Geneva Representative with research on NHRIs.
- Assist the SCA Chairperson and Head Office in servicing the accreditation process including through research, analysis, review and preparation of documents, summaries, or other material.
- Perform other relevant duties as assigned.

Education

Advanced university degree (Master's degree or equivalent degree) in law or other related areas.

Work Experience

A minimum of three years of progressively responsible experience in law, including legal analysis, research and writing. Experience working in the area of human rights at national, regional and/or international levels, and/or national human rights institutions is desirable.

Required Skills

Professionalism:

- Knowledge of, and ability to apply legal principles, concepts and procedures.
- Ability to conduct research and analyze information on a wide range of legal issues.
- Knowledge of international human rights law, and the Paris Principles and their application by the SCA.
- Ability to interpret and apply legal and quasi-legal instruments, develop and present results, recommendations, and opinions clearly and concisely.
- Ability to draft legal papers and work under pressure.
- Ability to apply good legal judgment in the context of assignments given.

- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter, as well as a high level of integrity.

Communication:

The incumbent

- Is a native English speaker and 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.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise.
- Is able to work in a multi-cultural environment.
- 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.

Planning and 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.
- 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.
- Uses time efficiently.

How to Apply: Apply online following this link: <https://forms.office.com/r/r8cTE3KA0N>.

To complete your application also send a Cover letter and your CV to: recruitment@ganhri.org

Deadline for applications: 8 August 2021. For further information and for inquiry, send an email to: 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.