



GENERIC JOB PROFILE

1. POST

Job Title:	Human Rights Officer
Grade:	P2
Section:	Human Rights, Protection and Gender
Duty Station:	Field Mission

2. JOB PURPOSE

To assist in promoting and protecting human rights with particular attention to vulnerable groups (women, children, elderly and disabled). Also monitors, reports and advises on human rights issues and coordinates with partners

3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority, the Human Rights Officer will be responsible for the following duties: *(These duties are generic and may not be carried out by all Human Rights Officers.)*

- Researches and collects information pertaining to human rights matters, including their gender dimensions from a variety of data sources (e.g. communications, publications, media) to keep abreast of issues/events and provide up-to-date information; assists in the analysis of information, to include the impact on the countries and thematic mandates on the human rights situation in assigned area.
- Drafts a variety of reports and correspondence relating to human rights matters.
- Participates in hearings and consultations; prepares summaries of results.
- Maintains awareness of current human rights issues, including relevant political and legal developments in the country concerned.
- Participates in human rights training programmes for national law enforcement officials, representatives of the civil society and human rights non-governmental organizations (NGOs) in order to promote national capacity building.
- Reviews human rights issues, including their gender dimensions, and participates in discussions with other Human Rights Officers (HROs) on the integration of these issues into political, humanitarian and economic efforts and programmes.
- Assists in promoting efforts for community mobilisation and those that focus on exercise of rights of population.
- Participates with other HROs in discussions with relevant authorities and other influential actors with the aim of stopping or preventing human rights violations or seeks other remedial action by the authorities to prevent similar violations occurring in the future.
- Liaises with government, NGOs, civil society organizations, UN agencies and other partners to create baseline data on the human rights situation, with special attention to vulnerable groups.
- Designs and maintains database to track project progress.
- Performs other related duties as required.

4. REQUIRED COMPETENCIES

Professionalism

Knowledge of human rights issues and ability to identify related problems in their political, ethnic, racial, gender equality and socio-economic dimensions. Knowledge of institutional mandates of human rights organizations, prevailing policies and procedures. Research and analytical skills, including ability to identify and participate in the resolution of human rights issues. Ability to identify sources for data collection, analyse information and draft human rights reports. Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 audience; demonstrates openness in sharing information and keeping people informed.

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.

Stakeholder Engagement

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

5. EDUCATION

A first-level university degree in law, political science, international relations, social sciences or related field

6. Experience:

A minimum of three years of progressively responsible experience in human rights, political affairs, international relations, law or related area.

7. Language:

Fluency in one of the official languages of the African Union,

8. GENDER MAINSTREAMING

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

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