



## UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSO)



**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>11 APRIL 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>12 MARCH 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>HUMAN RIGHTS ASSISTANT</b>
<b>LEVEL:</b>	<b>GL-5</b>
<b>SECTIONS UNIT:</b>	<b>HUMAN RIGHTS</b>
<b>LOCATION:</b>	<b>BELTWEYNE</b>
<b>DURATION OF CONTRACT:</b>	<b>ONE (1) YEAR FIXED TERM</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSO/PAMG/022/2016</b>

### Special Notice

This position is funded for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening

Interested applicants who are working with UNSOS/UNSO Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

### Organizational Setting and Reporting Relationships:

This position is located in the Human Rights Section of UNSO, in Beletweyne regional office, and contributes to the mandate implementation of the mission and of OHCHR through the promotion and protection of human rights including assisting in: mapping local actors and undertaking human rights activities in support of team leaders; supporting the organization of activities; referring individual cases to relevant UN or other international, national or local partner services; providing language services as required for human rights component and mainstreaming gender in all activities. The incumbent will report to the Human Rights Officer/Team Leader in Beletweyne as the first reporting officer, and to the Chief of Human Rights Section in Mogadishu as the second reporting officer.

### Responsibilities:

Within the delegated authority, the Human Rights Assistant (GS-5) will be responsible for the following duties:

1. Assists the supervisor in the planning of monitoring, investigation and capacity building, including by suggesting most appropriate interlocutors, contributing to initial assessments, taking part in human rights promotional activities, assisting in the development of monitoring questionnaires and assessment surveys, amongst others;
2. Assist when required in monitoring activities, including visits to detention facilities, courts, hospitals, as required, as thus, is ready to deploy as required;
3. Receives and documents complaints on alleged human rights violations;
4. Assists in filing the human rights information, including case-related in a relevant, safe and accurate manner, and contributes to team information-sharing systems, and handling of case files;
5. Assists in drafting incident and daily reports and contributes to preparation of briefings and other communication materials;
6. Attends a variety of meetings, including with civil society, local authorities and human rights actors;
7. Assist in the logistical organization of all type of human rights activities;
8. Assists in the mapping of information for human-rights activities including, inter alia, mapping of local authorities, civil society representatives and institutions, local human rights actors, including defenders as well as sources of human rights information, that shall serve for collecting and verifying human rights information, monitoring protection risks, creating referral services for victims and witnesses of human rights violations, etc.;
9. Supports the development of contacts and networks with civil society actors including NGOs;
10. Provides general administrative support, including in the finalization and submission of concept notes and accountability Memos for Human Rights Projects;
11. Monitors local and national media, including social media, and draws attention of team leaders to information that may be relevant to the work of the human rights component;
12. Provides translation and interpretation services from-and-to Somali and English languages as required;
13. Makes suggestions for referral of cases to specialized services;
14. Keeps abreast of UN-developed policies, including those related to human rights work and takes part in human rights trainings;
15. Performs other related duties as required.

### Competencies

**Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

**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.

### Qualifications

**Education:** High school diploma or equivalent. Training in human rights/social work related field is desirable. Training in administrative issues, sensitivity to political, social and cultural environment and ability to adjust behaviour accordingly; awareness of population diversity and its needs, including of those in vulnerable situations; some knowledge of domestic legal system, Good understanding of the functioning of national institutions; some knowledge of fundamental human rights principles will be an asset.

**Experience:** Five (5) years of combined experiences in the following areas are desirable: human rights monitoring, protection, civil society work, media monitoring, detention monitoring, working with communities of victims, capacity building as well as programme/project implementation/administration/logistics.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Somali is required. Knowledge of other United Nations language is an advantage.

**Assessment Method:** Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

**Other Skills:** Experience of using Microsoft Office (word, excel, power point, etc.) is required. Proficiency in an Office Suite, internet and social media platforms, research and reporting skills will be an asset.

### How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/>. Applications submitted after the deadline 11 April 2016 will not be accepted. CVs will not be accepted.

**Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)**

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).