



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Job Opening – *Internal/External*

Job Opening #: MIK (N) 19-009	Deadline: 28 February 2019
Post Title: Associate Human Rights Officer	Level: NO-B
Organizational Unit: Mitrovica Regional Office	Location: Mitrovica
<p>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</p> <p>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</u> <i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Within limits of delegated authority, the Associate Human Rights Officer will be responsible for the following duties:

Monitor, document and report on the human rights situation in AoR. Research and collect information pertaining to human rights matters including their gender dimensions from a variety of data sources;

- Keep abreast of issues, trends and events and provide up-to-date information. Drafts reports, analyses, and correspondence;
- Liaises with government, NGOs, Civil Society organizations, UN agencies and other partners to create baseline data, with special attention to vulnerable groups/mapping.
- Contributes to the identification of the needs of Persons with disabilities, and act if needed

Support Trust Building Forum follow-up

- Analyze and report on relevant issues affecting the trust-building strategy
- Support design and implementation of relevant interventions, including facilitation and good offices.

Maintains awareness of current human rights issues

- Cooperate with the law enforcement officials, representatives of civil society and community groups on different topics, in order to promote capacity building;
- Monitor the cases of violations of human rights and follow up on mechanism for protection of human rights violations at local level. Cooperate with central and international interlocutors in the purpose of finding remedial actions.

Reviews human rights issues, including their gender dimensions, and the integration of these issues into political, humanitarian and economic efforts and programmes

- Participates in relevant meetings

- b) Maintain ad-hoc meetings with counterparts from international presences.
- d) Propose responses in cases of violations of human rights and in the cases of lack of institutional response
- e) Increase the ability to provide early warning and protection of human rights

Propose and monitor implementation of programmatic activities and outreach campaigns that promote human rights issues

- a) Enhance the visibility of the Ombudsperson Institution (OiK) in the AoR through institutional support and capacity building
- b) Support information campaigns in the AoR
- e) Monitor the projects at all stages including analyzing the implementation difficulties

COMPETENCIES:

- **Professionalism:** 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; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.
- **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.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (master's degree or equivalent) in social sciences, political science, international relations, public administration, anthropology, law, economics or related area. First level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of experience in human rights related work with UN peacekeeping operations, UN funds or programmes, local or international NGOs, or community based organisations, research institutions, etc. Experience in conflict management, support to or with governance institutions or programme management would be an asset.

LANGUAGES:

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required. Fluency in Albanian and/or Serbian is required.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-009](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,

Fax No: +381-38-504604 ext 5848

E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.

