Assistant Human Rights Officer – Human Rights / Rule Of Law Department

PURPOSE AND SCOPE OF THE POSITION

Assistant Human Rights Officer will work independently and with other members of OHR Tuzla Office and the Human Rights/Rules of Law Department in the fulfillment of human rights responsibilities in the Tuzla Region. The selected candidate will brief and advise the Head of Office and Head of Department on human rights related matters, work on implementation of human rights policies and strategies developed by the Human Rights Steering Board and OHR, and formulation of locally appropriate intervention strategies in coordination with other agencies. He/she will work under the general supervision of the Head of Human Rights and Rule of Law Department and under the direct supervision of the Head of Tuzla Office.

DUTIES AND RESPONSIBILITIES

1. Assist in advising the Head of Office (Tuzla) and Head of Human Rights/Rule of Law Department (Sarajevo) on human rights issues in the Region, which includes support for the drafting of policy and intervention recommendations, research on human rights issues, identification of priorities, analysis, background briefs, speaking points and letters.

2. Intervene with local authorities to ensure compliance with human rights standards, as well as implementation of legislation consistent with the Dayton Peace

Agreement and internationally recognized standards. Report irregularities to Head of Office, Head of Department and relevant Unit Head/Working Group.

3. Participate in and help organize the Regional Human Rights Working Group (HRWG) and assist in the coordination of policies and interventions relating to human rights issues.

4. Ensure the communication and application of the recommendations and policy guidance from OHR Sarajevo, the Human Rights Steering Board and the Human Rights Coordination Center, to the HRWG members.

5. Manage individual casework as required.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. University Degree in Political/Social Science or Law, preferably with a Human Rights specialisation

2. Minimum of 3 years of work experience in a similar role

3. Excellent spoken and written English

4. Interpersonal skills appropriate to working with government authorities and international partners

5. Excellent computer skills

6. Multi-cultural awareness and sensitivity

7. Ability to work in a team environment

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 54 205 560 E-mail: application@ohr.int

Please quote Reference No. 608/01