Human Rights Assistant – Human Rights / Rule Of Law Department

PURPOSE AND SCOPE OF THE POSITION

The selected candidate will be responsible for monitoring of human rights violations through contacts with clients, and reporting on the same, thus tracking and identifying trends and developments in the human rights violations in the AoR. The Human Rights Assistant will have a good understanding of the current social, political and economical situation, which will enable him/her to provide proper advice to individuals seeking guidance. The Human Rights Assistant will also provide full support to the Human Rights/Rule of Law Officer and Assistant Human Rights/Rule of Law Officer on various issues, and ensure proper functioning of the Department on daily basis.

Human Rights Assistant will work under the general supervision of Deputy High Representative and Head of Human Rights/Rule of Law, OHR Sarajevo, and Human Rights/Rule of Law Officer in OHR South.

DUTIES AND RESPONSIBILITIES

- Providing advise and information to individuals seeking assistance in protection of their human rights
- Monitoring human rights violations and report on them, identifying trends
- Maintaining contacts with NGOs and local authorities

engaged in activities related to human right protection
- Writing reports as required
- Organising regular meetings of the Mostar Human Rights Working Group
- Interpreting in meetings and provide translations of various documents and correspondence
- Maintaining Department files
- Preparing records of meetings
- Providing general administrative support and ensure proper functioning of the Department

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- University degree in Law/Social or Political Sciences an advantage
- Previous similar work experience essential
- Excellent command of English language
- Good understanding of the current political, economic and social situation
- Excellent communication skills are essential
- Confidentiality
- Ability to cope with stress and work with people of various cultural backgrounds
- Good organisational skills

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV or an OHR application form with a covering letter in confidence to:

Administration Manager

OHR Mostar

Kolodvorska bb, 88 000 Mostar

Fax: +387 (0) 36 317 614 E-mail: application@ohr.int

Please quote Reference No. 611/01

Closing date for applications: October 30th, 2001