JOB AND ROLE DESCRIPTION

Job Title: Human Rights Officer
Section: Human Rights Unit
Directorate: Governance and Peace Directorate
Grade: H

Reports to: Head of Human Rights

Human Rights Unit of the Commonwealth Secretariat

The Human Rights Unit (HRU) is one of several departments in the Governance and Peace Directorate (GPD) of the Commonwealth Secretariat. The GPD is responsible for the promotion of democracy, human rights, the rule of law, and good governance within the Commonwealth. The HRU (a) provides policy and legal advice as well as technical assistance to Commonwealth member countries with the objective of strengthening national institutions used to promote and protect human rights; (b) assists Commonwealth Small States in improving their engagement with international human rights bodies and mechanisms, such as the Human Rights Council and Universal Periodic Review (UPR) mechanism; and (c) assists in the building of consensus and multilateral cooperation on a wide range of human rights matters of concern to Commonwealth member countries.

Job Summary

Reporting to the Head of HRU, the postholder will contribute to the development and implementation of strategic goals and delivery plans designed to provide effective support to Commonwealth member countries’ efforts to promote and protect human rights.

Job description

- Contribute to the development and delivery of technical assistance projects to support Member States’ efforts to strengthen their human rights promotion and protection frameworks.
- Ensure the effectiveness, quality, relevance and sustainability of technical and advisory assistance provided to Commonwealth member countries.
- Determine appropriate and effective modes of programme delivery, including through the use of online training and collaboration platforms.
- Contribute to the results-based management of projects and project teams, including on project implementation.
- Contribute to the robust reporting, monitoring and evaluation of projects.
The Commonwealth

- Design and undertake research on human rights issues and reforms required to strengthen human rights promotion and protection frameworks.

- Undertake thought-leadership and awareness-raising initiatives to promote the building of consensus and effective frameworks to promote and protect human rights in the Commonwealth.

- Assist in the governance matters inclusive of policy compliance; reporting on performance; preparation of project information for publication.

- Strengthen the Secretariat’s strategic partnerships with Commonwealth accredited and professional organisations, regional and international bodies.

- Contribute to publications authored by HRU.

- Prepare advisory, policy and briefing papers for internal stakeholders, ministerial meetings and other relevant meetings.

- Represent the Secretariat at meetings and international conferences as required from time to time.

- Any other duties related to the mandate of HRU, as requested by the Head.

**Education & Knowledge**

- A post-graduate degree in a relevant specialist field of study such as international human rights law, public international law or international relations.

- An undergraduate degree in a relevant field of study such as law, international relations or diplomacy.

- A strong understanding of international human rights frameworks and mechanisms.

**Skills and Experience**

- At least five to eight years’ relevant post-qualification experience, at national and/or international levels, in implementing and promoting good practice in human rights.

- Proven experience in working with or providing strategic assistance and capacity building support to international and domestic institutions and frameworks that promote and protect human rights.

- Proven ability and skills in working with governments at a senior level, including key interlocutors in the Executive, Legislative and Judicial arms of state, including law enforcement officials.

- Proven experience in the application of/working with international human rights law and standards.

- Track record of undertaking qualitative and/or quantitative research, and of analysing data.

- Proven experience in project design, planning, development, delivery, monitoring and impact evaluation.
• Experience of working with a wide range of external stakeholders and maintaining partnerships and professional relationships.

• Excellent written and verbal English communication skills, including of report writing and presenting research findings.

• Excellent interpersonal skills with the ability to work effectively in a multi-cultural work environment.

• Excellent time management and organisational skills.

• Experience of working in at least one region of the Commonwealth.

Competencies:

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<th>Respect for Diversity</th>
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<td>Works effectively with people from all backgrounds.</td>
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<td>Treats all people with dignity and respect. Treats men and women equally.</td>
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<td>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</td>
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<td>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</td>
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<td>Encourages others to evaluate systems, processes &amp; behaviour to ensure respect for diversity is demonstrated</td>
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<th>Working with Others</th>
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<td>Manages conflict and works towards mutual solutions</td>
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<td>Identifies organisations with which to partner for specific solutions</td>
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<td>Encourages others and provides them with the autonomy to pursue relationships</td>
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<td>Uses personal influence to establish compromise and agreement when faced with conflict</td>
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<td>Demonstrates balance between directness and diplomacy in negotiations</td>
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<td>Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims</td>
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<td>Encourages and supports others in demonstrating cultural awareness when working with others</td>
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## Managing Resources

Manages programme and cross team activities against specific objectives/results

Manages available resources in order to meet objectives e.g., by effective and efficient use of budget inter alia

Identifies the best method and resources when high level course of action has been identified

Analyses available resources and what activity they will enable

Takes responsibility for multi team/programme activities

Manages diverse motivations of a range of groups in large scale programmes

## Decision Making

Determines what can be realistically achieved when deciding on strategic solutions

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

## Accountability

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

## Leadership & Development

Reinforces vision throughout organisation e.g., by acting accordingly inter alia

Identifies and develops leadership skills in others

Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g., by creating suitable opportunities for development inter alia