

VACANCY: HUMAN RIGHTS OFFICER

The International Service for Human Rights (ISHR) is a Geneva and New York based human rights NGO that specialises in providing training, information, advice and advocacy on international and regional human rights procedures, for the benefit of human rights defenders worldwide. Please see the ISHR website (www.ishr.ch) for further information on the organisation as a whole and its various programmes. The ISHR has a policy of non-discrimination and equal opportunity. It has a multicultural, multi-national, non-smoking work environment.

ISHR is recruiting a qualified person to work as a Human Rights Officer in its New York Office. The position is a permanent position. Subject to the necessary work permit conditions being met, the successful applicant will commence work at the beginning of March 2011. **The position is based in New York** and reports to the Manager of the New York Office of ISHR.

JOB DESCRIPTION

1. Write and edit articles for ISHR's website and the *Human Rights Monitor Quarterly*, ISHR's flagship publication, on human rights outcomes and developments across the UN human rights system, including the UN General Assembly and Security Council. Also write and update relevant news stories on the ISHR website related to the human rights work of New York-based UN bodies;
2. Research, analyse and prepare internal and external briefing memos on key human rights developments at the UN;
3. Organise and participate in relevant expert briefing sessions and public events relating to human rights;
4. Maintain and develop productive relationships with relevant NGO networks/ partners, including catalysing new engagement and managing discrete projects that are relevant to ISHR's priority issues;
5. Organise and participate in NGO advocacy events and undertake other ISHR advocacy activities as required;
6. Liaise with government representatives, UN officials, NGO representatives, academics and other interlocutors to share relevant information on key political and legal developments in the human rights field;
7. Organise and collaborate with other NGOs to improve human rights defenders access to the UN system, in both physical and political terms;
8. Recruit and supervise interns;

9. Contribute to internal discussions on ISHR's mandate, fundraising, policy and strategic direction, and other organisational issues;
10. Carry out other tasks as required by the Manager.

REQUIREMENTS

- Outstanding analytical writing and editing skills: proven ability to produce excellent, polished written material in a clear and concise style under frequent and tight deadlines;
- Significant experience in international human rights work (at least five years), with very good knowledge of key human rights instruments and mechanisms of the United Nations;
- Strong communication and interpersonal skills, including ability to deliver presentations to external audiences, and build/maintain effective partnerships;
- Analytical, creative and strategic thinker, with sound political judgment;
- A disciplined self-starter who can work independently and manage multiple priorities;
- An advanced (graduate) university degree is preferred in a relevant field, such as social sciences, law, journalism, international relations, etc. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

RENUMERATION:

Salary: By negotiation depending on qualifications and experience.

HOW TO APPLY:

Interested candidates should submit their applications, including a CV and a letter explaining how they meet the requirements of the position to Michelle Evans at michelle.evans@ishrny.org by 30 January 2011. Please use: "Human Rights Officer: New York Office" as the subject matter in your email. Please note that only shortlisted candidates will be notified.