

Special Procedures Vacancies

Background Information:

- Special Procedures mandates are independent mechanism of the Human Rights Council who examine, monitor, advise and publicly report on either specific country situations (country mandates), or on thematic issues in all parts of the world (thematic mandates).
- Activities undertaken by special procedures: undertaking country visits to investigate the situation of human rights at the national level and formulate recommendations, dealing with individual complaints, conducting studies, , and engaging in general promotional activities. All special procedures report annually to the Human Rights Council and some to the General Assembly.
- The mandates of the special procedures are established and defined by resolutions of the Human Rights Council.
- Special Procedures are either individuals ("Special Rapporteur", "Independent Expert", and Special Representative of the Secretary-General) or a working group, usually composed of five members.
- The position of mandate holder is **not a United Nations staff position**, it is **not based permanently in Geneva or another UN location**. The position involves substantial time commitment, approximately three months per year, and includes travel. Mandate holders **do not receive salaries** or any other financial compensation for their work. Their travel expenses and daily subsistence allowances are provided by the United Nations.
- The Office of the United Nations High Commissioner for Human Rights (OHCHR) provides support to special procedures and their mandate-holders.
- *For further information, see* <http://www2.ohchr.org/english/bodies/chr/special/index.htm>

BEFORE APPLYING FOR A SPECIFIC VACANCY PLEASE GO THROUGH ALL STEPS BELOW

Step one: Candidate Eligibility Criteria

- The following general criteria are of paramount importance while nominating, selecting and appointing mandate-holders ([See Council Resolution 5/1](#))
 - (a) **expertise;**
 - (b) **experience in the field of the mandate;**
 - (c) **independence;**
 - (d) **impartiality;**
 - (e) **personal integrity;** and
 - (f) **objectivity.**
- Technical and Objective Requirements (See [Council Decision 6/102](#)):
 - (1). Qualifications:** relevant educational qualifications or equivalent professional experience in the field of human rights; good communication skills in one of the official languages of the United Nations.
 - (2). Relevant expertise:** knowledge of international human rights instruments, norms and principles; as well as knowledge of institutional mandates related to the United Nations or other international or regional organizations' work in the area of human rights; proven work experience in the field of human rights.
 - (3). Established competence:** nationally, regionally or internationally recognized competence related to human rights.
 - (4). Flexibility/readiness** and availability of time to perform effectively the functions of the mandate and to respond to its requirements, including attending Human Rights Council sessions.
- Mandate holders shall not hold decision-making positions in Government or in any other organization or entity which may give rise to a conflict of interest with the responsibilities inherent to the mandate. Mandate holders shall respect the principle of non-accumulation of human rights functions. (See paragraphs 44 and 46 [Council Resolution 5/1](#))

Step two: How to start the application process

- **Submit an application for each specific mandate.** In order to apply for more than one available mandate vacancy the candidate must submit one application for each of them. (See Section II [Resolution 16/21](#), Annex, section II A, para. 22 (b)).
- The application process has been split in two parts, the first part is a web-based application and the second part is an application form in word which can be downloaded, completed and returned by email. Both parts and all sections of the application form should be **filled in** for the application to be processed.

The first part, i.e. the **web-based application** is used to collect information for statistical purposes such as personal data (i.e. name, gender, nationality), contact details, mandate/s applying for and nominating entity.

The web-based application should only be completed once, i.e. multiple selection allowed to indicate if the candidate is applying for more than one mandates.

The second part is a **an application form in word format** which can be downloaded, completed and saved in word format and then submitted as an attachment by email. Information provided in this form, includes a motivation letter of maximum 600 words, will be used as received to prepare the public list of candidates who applied for each vacancy and will be made available to concerned parties, including through the OHCHR internet.

Once completed the application form in word format should be submitted by email to hrcspecialprocedures@ohchr.org

If the candidate is applying for more than one mandates, an application form needs to be completed and send for each mandate.

- An acknowledgment will be sent when we receive both parts of the application process, i.e. the information through the web-based application and the application form through email.

- A maximum of 3 reference letters can be attached, in pdf format, to the application sent by email. No additional document is required.
- Shortlisted candidates will be interviewed at a later stage.
- Kindly note that if you are encountering technical difficulties , you may contact us by email (hrcspecialprocedures@ohchr.org) or fax (+ 41 22 917 9011).

Step Three: Apply Now