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SWITZERLAND

## VACANCY NOTICE

### Human Rights Officer - International Human Rights Defenders Programme

Geneva, Switzerland

#### Job description:

The International Service for Human Rights (ISHR) is currently recruiting one Human Rights Officer for its International Human Rights Defenders Programme, Geneva. The responsibilities of the position will include:

- monitoring, authoring and editing ISHR's publications on the UN Human Rights Council, its special procedures, the Advisory Committee and other intergovernmental working groups, the universal periodic review (UPR) and the plenary sessions of the UN human rights treaty monitoring bodies
- contributing to advocacy and coordination in relation to the UN human rights system
- assisting in conducting training courses on the international human rights system
- organising and overseeing the work of interns and fellows

#### Qualifications and experience:

##### *Essential*

- graduate qualification in international human rights law, international relations, political science or related field
- 3-5 years of professional human rights experience
- thorough knowledge of the international human rights system, and of recent developments at the international level, particularly in relation to the UN Human Rights Council (including the UPR) and the work of the human rights treaty bodies
- fluency in oral and written English

- proven analytical and editorial skills
- experience in contributing to advocacy strategies and policy development
- experience in managing the work of others
- proven organisational skills
- willingness to perform other administrative tasks when required

*Desirable*

- working knowledge of other UN languages, preferably French, Spanish or Arabic
- previous direct experience at the Human Rights Council and/or treaty bodies
- training or teaching experience desirable
- experience in programme development

**Salary**

The monthly salary is within the range of CHF 5'500 to 6'300 depending on qualifications and experience.

**Applications**

Interested candidates should submit their applications, including a statement of how they meet the requirements of the position, CV, and an example of an unedited written work. They should also provide the names and contact details for two referees. Referees will not be contacted without prior advice to the applicant. Applicants are encouraged to apply as soon as possible, before the deadline of **12 March 2010**.

Applications should be sent to **hroint@ishr.ch**. Please note that applicants will only be contacted if shortlisted.