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SWITZERLAND

VACANCY NOTICE

Human Rights Officer – Regional and National Human Rights Defenders Programme

Geneva, Switzerland

Job description:

- assist the Manager of the Regional and National Human Rights Defenders Programme in the implementation of ISHR's Activity Plan
- provide substantive input and logistical support in the planning and implementation of the Regional and National Human Rights Defenders Programme
- implement, under the Manager of the Regional and National Human Rights Defenders Programme, a wide range of advocacy and dissemination activities, including occasional high-level representation, lobbying, conferences and media activities to promote the protection of human rights defenders worldwide
- co-ordinate the preparation and implementation of training activities and deliver training sessions
- conduct research on thematic issues relating to the protection of defenders and develop a specialised approach towards the issue of protection
- develop and manage relations and network constructively and strategically with relevant stakeholders and partners, including human rights activists, NGOs, national human rights institutions and United Nations and regional human rights mechanisms, in particular the office of the United Nations Special Representative on Human Rights Defenders and relevant regional mechanisms
- draft reports and other documents
- assist in fundraising for the Regional and National Human Rights Defenders Programme
- organise and attend meetings and seminars for the Programme

- maintain and update the Programme's filing and information system including keeping the website up to date
- produce short news stories on regional developments for the ISHR website and contribute articles on regional developments to ISHR's quarterly publication
- recruiting, coordinating and supervising the work of interns for the Programme
- other duties as requested

The position is based in Geneva and reports to the Manager of the Regional and National Human Rights Defenders Programme. The position involves extensive international travel.

Qualifications and experience:

The successful applicant will be a dynamic and self motivated candidate with the following qualifications:

- a master's degree in law, political science or other relevant field with strong international human rights background
- 3-5 years of human rights field experience from one or several regions
- proven experience in NGO human rights work and a commitment to human rights
- clear understanding of the mechanisms for the protection of human rights defenders
- clear understanding of the human rights framework for and commitment to gender equality
- knowledge of international human rights law and familiarity with the UN and its human rights procedures. Knowledge of one or more regional human rights systems highly desirable
- proven experience working directly with and on behalf of victims of human rights violations
- proven experience in the implementation of projects and activities with human rights NGOs, including training on UN and regional human rights mechanisms
- excellent interpersonal and public relations skills, including the ability to work in multicultural environments and with the media

- excellent drafting and communication skills
- ability to multi-task and work under pressure both within a team and autonomously
- excellent knowledge of English (spoken and written). Knowledge of other UN languages an asset

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 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 **hroreg@ishr.ch**. Please note that applicants will only be contacted if shortlisted.