



Promoting human rights through
the Universal Periodic Review
<http://www.upr-info.org>

VACANCY

Programme Officer

Starting date: August 2021 for 7 months, renewable (80%)

General Information

Position: Programme Officer, Policy and Advocacy Programme

Tentative starting date: August 2021

Type of contract: Short-term contract, 7 months, renewable depending on performance and funding availability

Salary: Based on work experience

Location: Geneva, Switzerland

Deadline to apply: Sunday, 27 June 2021 at 17h

UPR Info and the Policy and Advocacy Programme

UPR Info is a non-profit, non-governmental organisation (NGO) created in 2008 with the mission to strengthen the capacity of all stakeholders to improve human rights situation for all segments of society, empowering them to achieve their full potential. The organisation is based in Geneva.

UPR Info has three programmes: 1/ **Stakeholders:** aims at increasing the engagement of other key stakeholders in the UPR, namely States under Review, Parliamentarians, National Human



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Rights Institutions (NHRIs) and academia; 2/ **In-Country**: offers technical assistance to States, NHRIs and civil society organizations (CSOs) to inform the UPR process and implement UPR recommendations; 3/ **Policy and Advocacy**: facilitates the dialogue on the strengthening of the UPR mechanisms and empowers other stakeholders (CSOs, NHRIs) to engage in and inform the UPR process through advocacy with State actors, including through participation in UPR Info's Pre-sessions.

UPR Info is a small NGO, with the related advantages and constraints attached. Every staff member plays an important role and dedication is key as it greatly impacts the work of the organization. It is therefore necessary to embrace the vision and goals of the organization in order to ensure its success.

The Policy and Advocacy Programme, formerly the Pre-sessions Programme, began in 2012 at the beginning of the second cycle of the UPR. UPR Info saw that the formal UPR structure limited the extent to which civil society could engage dynamically with the process, and therefore decided to introduce the Pre-sessions with a dual aim. Firstly, the Pre-sessions offered civil society an international platform to directly advocate to State delegations ahead of the UPR session; and secondly to facilitate diplomatic delegations to ascertain information on countries' human rights landscapes. Since the beginning of the third cycle of the UPR, the Pre-sessions have brought together over 450 CSOs and NHRIs, and the Pre-sessions remain largest human rights advocacy platform giving voice to national actors at the UPR. Since 2019, the Programme has expanded to include a policy aspect, contributing to collaborative and constructive dialogue on the role of the UPR in the improvement of human rights, inline with the objective, transparent, and non-politicized nature of the mechanism.

Responsibilities and duties

The Programme Officer will be under the overall guidance and direct supervision of the Policy and Advocacy Programme Manager.

The Programme Officer will have four main responsibilities:

- 1) Planning and implementation of the Pre-Sessions;
- 2) Production of advocacy and public information materials;
- 3) Organize and facilitate training; and
- 4) Monitor the Programme results.

They will also

- Support the drafting of operational and activities reports;
- Assist the Executive Director when necessary.

What we offer

- An international environment, with constant interaction with human rights defenders from all corners of the world;
- Contribution to a unique and successful project putting civil society at the centre of the human rights international system;
- First-hand experience in the work and functioning of a human rights NGO;
- Deep involvement in the United Nations human rights system;
- Inspiring work in a growing NGO.

Qualifications and criteria

Education

- Masters' degree in international law, human rights, international relations, development, social sciences or other relevant academic field.

Experience

- 3 years' work experience in human rights advocacy for an NGO or UN Agency;
- 2 years' work experience in the field of human rights;
- Experience working with human rights defenders, CSOs or NHRIs;

- Experience organizing events with a variety of stakeholders, both in-person and virtual meetings;
- Experience in facilitating training, developing advocacy materials and social media campaigns ;
- Excellent knowledge of the UPR and the UN Human Rights Council;
- Previous experience with the UPR will be considered an asset.

Languages

- Fluent in French and English;
- Knowledge of Spanish will be considered an asset.

Skills

- Pro-active person, self-motivated, , strategic thinker;
- Curiosity and capacity to contribute to the development of the NGO; it is expected that the candidate will be able to go beyond the scope of her/his assignment;
- Ability to multitask,, delivering results within tight timelines and on multiple agendas simultaneously;
- Attention to detail and proven ability to work independently and effectively with minimum supervision;
- Excellent analytical, writing, and communication skills in French and English;
- Strong interpersonal skills and a positive attitude;
- Ability to interact with individuals of different cultural backgrounds and beliefs, good networking and advocacy skills with various stakeholders (government officials, diplomats, NGOs, NHRIs, media, etc.);
- Excelleng computer skills and the ability to adapt quickly to new software and platforms. Good knowledge of Excel and social media platforms required.



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Conditions

- Only candidates with Swiss/EU citizenship or a valid work permit for Switzerland will be accepted

Application procedure

Candidates can apply for the position by filling out an application using Jotform at <https://form.jotform.com/211651951185355>. Please include your CV (2 pages maximum) and cover letter (1-page maximum). The application process will close at 17h on 27 June. Only full applications in compliance with this procedure and with the qualifications and criteria will be considered.

Only short-listed candidates will be contacted.

UPR Info is an equal opportunity employer, and does not discriminate on the basis of gender, ethnicity, disability, age, religion, marital status or sexual orientation.



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