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| Position: | Editor |
| Type of Contract: | <u>Consultancy</u> (at the equivalent of P-4 level) |
| Deadline for Application: | 3 August 2010 |
| Duration: | 2 months |
| Duty Station: | Kathmandu, Nepal |
| Organizational Unit: | Office of the High Commissioner for Human Rights in Nepal |

Organizational Context

The Office of the High Commissioner for Human Rights in Nepal (OHCHR-Nepal), was established in May 2005, following the signature of an agreement of cooperation between the United Nations High Commissioner for Human Rights and the Government of Nepal (GoN). The Office has a mandate to monitor the observance of human rights with a view to advising the authorities on the formulation and implementation of policies, programmes and measures for the promotion and protection of human rights in Nepal.

As part of the Transitional Justice Project of the United Nations Peace Fund for Nepal to support of the work two transitional justice institutions proposed to be established by the GoN -- a Commission of Inquiry on Disappearances and a Truth and Reconciliation Commission (the "Commissions") -- OHCHR-Nepal has established a team to conduct a human rights/IHL conflict mapping of the ten-year insurgency. The primary objective of the mapping exercise is to draft a mapping report cataloguing conflict-related incidents, events and patterns between February 1996 and November 2006 that have serious human rights and IHL implications. The report will be accompanied by a data archive compiled from a wide range of documents relating to the conflict. Based on data contained within the archive, the report will identify, catalogue and analyse the key events, trends, paradigmatic cases and patterns and will include basic information relating to location, timing, sequence of events, approximate numbers of victims, group affiliation of alleged perpetrators, chain of command and context of major incidents. Both the report and the archive will be handed over by OHCHR to the Commissions in order to assist them in the performance of their respective mandates according to international standards. It is expected that the report will also be used more broadly to promote and inform transitional justice and transitional justice mechanisms in Nepal.

The report and archive will be handed to OHCHR-Nepal on 31 October, 2010 and it is envisaged that an editor will be required for the final stages of the project.

Responsibilities

Under the overall supervision and direction of the Team Leader of the Mapping team ("Team Leader") and/or other senior OHCHR-Nepal personnel as determined by the Representative of the High Commissioner of Human Rights to Nepal, the incumbent will be responsible for the following main duties and functions:

- proofread, edit and, in consultation with the Team Leader, revise the draft report to ensure accuracy, clarity, and coherence and to ensure the report conforms to United Nations reporting standards, policies and practices;
- provide prompt, salient and constructive feedback to the conflict mapping team on draft chapters and other texts forming part of the conflict mapping report in pursuance of the terms of reference so as to ensure a professional, tightly argued and impartial report suitable for publication by OHCHR;
- support team members in conducting research, analysis and drafting in respect of one or more of the report chapters which may include such topics as most affected communities, most affected areas, access to essential public services or property;
- collaborate with colleagues in the mapping team and OHCHR in carrying out additional research, fact-checking, clarifying ambiguities and rectifying errors in the draft report, liaising with government officials, security forces and civil society as required;
- formatting and layout of the report, including formatting of text; production and formatting of graphic aids and charts; production of table of contents, bibliography, index, glossary, list of acronyms; electronic copy production and related processes;
- prepare a final electronic version of the report and ancillary documents for transfer to OHCHR;
- perform other duties as determined by the Team Leader.

Competencies

Professionalism

Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and producing a professional public report. Excellent editing skills and attention to detail in all stages of the editorial process. Ability to analyze rapidly and integrate diverse information from varied sources. Strong analytical skills, with an ability to meet commitments and deadlines; ability to spot errors and inconsistencies in a text quickly; sensitivity to nuance and a firm grasp of relevant research methods; demonstrates professional competence and mastery of subject matter.

Planning & Organizing

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication:

Speaks and writes clearly and effectively. Excellent drafting skills.

Teamwork:

Excellent interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Technological Awareness:

Fully proficient in relevant computer skills and ability to use relevant software applications, including word processing applications, information databases, search tools, internet services, library sources, etc.

Qualifications

Education

Advanced university degree (Master's degree or equivalent) in communication, journalism, , public administration, international relations, social sciences or related field. A first level

university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

At least seven years of progressively responsible experience in public information, journalism, international relations, public administration or related area. Proven experience as a copy-editor, editor, sub-editor or professional writer is required. Experience within the field of human rights as it applies to Nepal and familiarity with the United Nations system are an asset.

Languages

Fluency in oral and written English is required with proven, excellent English drafting and editing skills. Knowledge of Nepali or Hindi is an asset.

How to apply:

Applicants are instructed to submit the following documents **in one single e-mail to: pnp@ohchr.org**

- A **completed** United Nations Personal History form (**PHP**) or **P-11**, in **PDF** or  **Word**
- A **cover letter** as attached document;

Important:

Name any attached documents as follows:

LAST NAME First name – Type of document

Example: SMITH Jacqueline – PHP.doc
SMITH Jacqueline - Cover letter.doc
SMITH Jacqueline – PAS.pdf

Note: Applications without P-11 or PHP cannot be considered;

Applications received after the deadline or not compliant with the instructions will not be accepted.

Only applicants possessing the required qualifications will be taken into consideration. **Only the successful candidate will be notified of the outcome of the selection.**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The UN also encourages women's candidatures.

The Secretary-General reserves the right to appoint a candidate at one level below the advertised level of the post.

"Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures".