



CENTRE POUR LES DROITS DE L'HOMME ET LA DEMOCRATIE EN AFRIQUE CENTRALE  
CENTRE FOR HUMAN RIGHTS AND DEMOCRACY IN CENTRAL AFRICA

---

**TERMS OF REFERENCE**

**Reference Number:** PER 270/01/CNUDHD/2017/10  
**Post Title:** Programme Assistant (Human Rights)  
**Grade:** G-5  
**Type of contract:** Fixed Term appointment  
**Duty Station:** Yaoundé, Cameroon  
**Duration:** One year renewable  
**Organizational Cluster:** United Nations Centre for Human Rights and Democracy in Central Africa (CNUDHD)

---

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

---

**Description of duties**

The post is located in the United Nations Centre for Human Rights and Democracy in Central Africa in Yaoundé. Under the guidance and supervision of the Director of the United Nations Centre for Human Rights and Democracy in Central Africa and the Human Rights Officers, the incumbent performs the following functions:

1. Conducts research and prepares analytical briefing papers or background notes on human rights, for different countries in the sub-region (in English and in French);
2. Assists in the organization of meetings and workshops, including with other logistical arrangements;
3. Supports and participates in meetings and missions related to human rights, as requested;
4. Assists in preparing country visits by the Office;
5. Follows up on the implementation of programmes with partners;
6. Liaises with Governments, the diplomatic corps, the United Nations Country Team and civil society organizations in countries of the sub-region as necessary;
7. Makes presentations on human rights on behalf of the Office;
8. Draft speeches, statements and other documents, as requested;
9. Drafts letters for signatures, notes verbales and other written communications, as requested (in English and in French), using word processing spreadsheets, database and presentation software;
10. Take notes and minutes in meetings, as requested;
11. Maintains a good electronic and hard copy filing system;
12. Performs any other duties as assigned by the Director and Human Rights Officers.

## **Qualifications/Compétences**

- Masters' degree or a university degree in a relevant field (law, human rights, international relations, political sciences);
- Minimum of 5 years of relevant work experience, including in the field of human rights ;
- Knowledge of international and regional human rights mechanisms and standards;
- Attention to detail and excellent interpersonal, organizational and communication skills are essential; Knowledge of UN working rules and procedures is an advantage;
- Proven track record in delivery of quality results against tight deadlines;
- Knowledge and use of a wide range of computer applications-in particular, Microsoft Word, Excel,
- PowerPoint and the Internet;
- Proficiency in English or French and good working knowledge of the other language.

**The deadline for receiving applications is Friday, 13 October 2017, at 2.00 pm.** Completed files (cover letter, full curriculum vitae, copies of relevant diplomas and references) should be sent by email to: [caro@ohchr.org](mailto:caro@ohchr.org) (clearly indication the vacancy announcement reference in the subject line).

If you wish to send a hard copy letter, please clearly indicate the Vacancy announcement number and the post title on the envelope and send it to:

**Regional Representative  
OHCHR-CAMEROON  
P.O Box 836 Yaoundé**

You can also drop your application at the following physical location: OHCHR-CNUDHD, Avenue Rosa Parks (opposite US Embassy), Golf Ntougou, Yaoundé.

Only short-listed candidates will be contacted for written and oral interviews in English and in French. Applications received after the deadline will not be considered.