



Staff Opening No: RINDHCA/GANHRI/Staff/16/2022

Date: 06 September 2022

The *Americas-Network of the National Human Rights Institutions (RINDHCA)* together with the *Global Alliance of National Human Rights Institutions (GANHRI)* is looking for a:

Chief Technical Secretary

Type of assignment	Staff
Duty station	Panama City, Panama; Possibility of working remotely in the region
Travel	Yes
Posting period	06.09.2022 - 15-09-2022

Terms of Reference

Background

RINDHCA brings together 18 American NHRIs, established according to the Paris Principles, to cooperate directly with the GANHRI and with the Office of the United Nations High Commissioner for Human Rights (OHCHR). The objective of RINDHCA is to promote a culture of respect for Human Rights, strengthen the recognition and fulfillment of the international commitments of the States in this matter, contribute to the democratic development and the validity of fundamental rights as pillars of the Rule of Law, strengthening existing NHRIs and supporting the establishment of new ones in line with the Paris Principles. To this end, it promotes cooperative and regional integration processes, generating spaces for dialogue, learning, and exchange among its members, promoting solid NHRIs as the foundation for democracies that respect human rights.

GANHRI is the global alliance of NHRIs, with more than 110 members from all world regions. GANHRI is mandated to support the establishment and strengthening of NHRIs in all regions, in line with the UN Paris Principles. Its Sub-Committee on Accreditation (SCA) reviews the compliance of NHRIs with the Paris Principles. GANHRI encourages and facilitates cooperation among NHRIs from all regions, including hosting global meetings of NHRIs and acting as a knowledge broker for NHRIs. GANHRI is the global voice of NHRIs, contributes to UN global policy development, facilitates NHRIs' engagement with the UN system, and coordinates partnerships on NHRIs at the global level. GANHRI supports its member NHRIs when under threat in collaboration with the UN partners and its regional networks.

Capacity Building of National Human Rights Institutions - Phase 3 project (NHRI.EU.3)

GANHRI is the lead implementing agency for the EU funded project NHRI.EU.3. GANHRI's co-implementing partners are:



- Africa-Network of African National Human Rights Institutions (NANHRI)
- Americas-Network of the National Human Rights Institutions from the Americas (RINDHCA)
- Asia-Pacific- Asia-Pacific Forum of National Human Rights Institutions (APF)
- Europe- European Network of National Human Rights Institutions (ENNHRI)

The project's overall objective is to: *Enhance the role of National Human Rights Institutions (NHRIs) and their global and regional networks in promoting and protecting the human rights of all individuals*, with further objectives being to:

- Strengthen NHRI's effectiveness to protect and promote human rights defenders and civic space; support and protect NHRIs when under threat in line with the 2018 Marrakech Declaration and follow-up frameworks.
- Strengthen the accreditation process and support the work of the Sub-Committee on Accreditation (SCA). Support the establishment, strengthening and accreditation of NHRIs to be in compliance with the Paris Principles.
- Enhance NHRIs' effectiveness in identified thematic areas to advance sustainable development through human rights.
- Continue strengthening GANHRI and the four regional networks, including their secretariats, to be able to better serve and support their member NHRIs.

The project is being implemented between 2022 and 2025.

Within the NHRI.EU.3 project's framework, project co-implementing partner, RINDHCA, will have an important role in strengthening NHRIs in the Americas and advocating for human rights protection at both regional and global level.

For this purpose, RINDHCA together with GANHRI is recruiting a Chief Technical Secretary to support the range of activities for the advancement NHRI.EU.3 workplan - specific to RINDHCA.

Responsibilities

The Chief Technical Secretary will work under the overall supervision of the RINDHCA General Secretariat and GANHRI Operations Manager/GANHRI Geneva Representative and, and day-to-day supervision of the GANHRI Project Manager. The Secretary will:

- Provide technical and coordination knowhow for the implementation of RINDHCA workplan under the NHRI.EU.3 project. This will include supporting a range of activities, including, amongst others:

- Support the internal institutional strengthening of RINDHCA so that the organization performs its functions as a professional, effective, and efficient organization
- Promote RINDHCA as a regional network of NHRIs, bringing together members at the Americas level to network, collaborate and support each other; and to develop common learning and experience-based knowledge projects to contribute to regional policy debate and effective action at the national level
- Act as the operative person in charge of the administration of the Network. Responsible for the administrative management of the Network.
- Provide technical inputs for various human rights related advocacy efforts in the region, and global (UN) level
- Support Americas NHRIs at risk / under threat - through statements, letters to national authorities, etc. Collaborate with GANHRI for shared positions
- Produce and promote positive narratives, reports, position papers, methodology, advocacy statements to influence regional agenda on HRDs
- Support the implementation of regular workshops on accreditation for NHRIs in the Americas
- Provide advisory services to NHRIs in the Americas scheduled for review, in collaboration with the SCA Secretariat (drafting of submissions, statement of compliance and other relevant documentation and reports)
- Support NHRIs in following up on the SCA outcomes and recommendations, including technical support and advocacy with national authorities
- Undertake tasks to enhance NHRIs in the Americas region effectiveness in identified thematic areas to advance sustainable development through human rights. Including through enhancing RINDHCA know-how and technical responses in these issues
- Facilitate institutional communication with members, other networks, international organizations, etc.
- Prepare the institutional meetings and sessions
- Responsible for the institutional and documentary memory of RINDHCA (Minutes, pronouncements, communications, etc.)
- Providing regular reporting and result monitoring
- Overseeing the development and implementation of a RINDHCA communications plan and providing technical communications inputs
- Support any other task as per need

Competencies

Professionalism:

Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Know-how in project management, monitoring, and reporting practices desirable. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and

mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Planning and organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

Education

Advanced university degree (Master's degree or equivalent) in human rights, law, international relations, public administration, social sciences or related field. Excellent knowledge of human rights and UN human rights mechanisms is also mandatory.

A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 10 years of progressively responsible work experience in human rights, particularly in the Americas context

Experience in implementing international development projects

Experience working with diverse and multicultural representatives and offices.

Experience in project management and administration.



Language

Spanish, English, Portuguese and French are most commonly spoken languages of the Americas. At a minimum it is essential that the chosen candidate has excellent written and oral communication skills in English and Spanish. Proficiency in additional language is desirable but not essential.

Application process

To complete your application, send a Cover letter, CV and references from relevant previous assignment to: recruitment@ganhri.org by **15 September 2022**.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted.