



JOB VACANCY

Human Rights Officer (80%)

Centre for Civil and Political Rights (CCPR Centre)

Geneva, Switzerland

Application Deadline: 15 April 2025

Starting date: 1st June 2025 (flexible)

Organization Overview

The Centre for Civil and Political Rights (CCPR Centre) is a leading international NGO working for the worldwide implementation of the International Covenant on Civil and Political Rights (ICCPR) and its two Optional Protocols. Our vision is a world where civil and political rights are protected, respected, and fulfilled for everyone without discrimination. We contribute to this vision by facilitating the application of the ICCPR and promoting the implementation of the UN Human Rights Committee's recommendations through supporting civil society and connecting key actors engaged in implementation at the national level.

With headquarters in Geneva and regional offices in Africa (Togo), Asia-Pacific (Indonesia), the CCPR Centre operates globally to strengthen the efforts of civil society organizations, increase ratification and implementation of the ICCPR, and contribute to strengthening the work of the Human Rights Committee.

Position Summary

The CCPR Centre is seeking a dedicated Human Rights Officer to support the implementation of the Centre's programmatic work and UN advocacy activities in Geneva. The Human Rights Officer will focus on facilitating civil society engagement with the UN Human Rights Committee and other UN human rights mechanisms, conducting research and analysis on ICCPR-related topics, and providing technical expertise to support the Centre's thematic work.

The Human Rights Officer will report to the Director and will work closely with the Programme Manager and Regional Coordinators. This position requires strong knowledge of international human rights mechanisms, particularly the UN Treaty Body system, and excellent analytical and drafting skills.

Responsibilities:

Capacity building and UN Advocacy:

- Assist in the design and implementation of capacity-building activities for civil society organizations, including in-country trainings and consultations
- Support civil society organizations in their advocacy at the UN level, including providing technical assistance for the preparation of alternative reports, statements, factsheets and other advocacy tools

- Facilitate and coordinate NGO engagement with the UN Human Rights Committee in Geneva, including setting up registration for civil society, organizing preparatory sessions, and moderating briefings
- Liaise with the Secretariat and members of the Human Rights Committee
- Monitor sessions of the Human Rights Committee and other relevant UN human rights mechanisms
- Represent the CCPR Centre at relevant UN meetings and events
- Collaborate with Regional Coordinators to ensure coherence in the Centre's approach across regions

Research and Knowledge Development:

- Conduct research and analysis on a variety of topics related to the ICCPR and the work of the Human Rights Committee
- Contribute to the development of publications, tools, and guidelines aimed at enhancing civil society engagement with UN human rights mechanisms
- Support the Centre's thematic work, including on emerging human rights issues related to the ICCPR
- Monitor developments in international human rights law and practice relevant to the ICCPR

Communications and Outreach:

- Contribute to the Centre's communications, including updating the website with relevant documents and news on the work of the Human Rights Committee and the Centre's activities
- Assist in disseminating information through social media and other channels
- Draft contributions for the Centre's newsletter and annual report
- Support the organization of events, webinars, and training sessions

Qualifications:

Required Education and Experience:

- Advanced degree in international human rights law, international relations, or a related field
- Minimum of 3 years of relevant experience in human rights, with knowledge of UN human rights mechanisms
- Demonstrated experience in working with civil society organizations
- Experience in research, analysis, and drafting on human rights issues
- Fluency in English; knowledge of additional UN languages is an asset
- Previous work experience with UN human rights mechanisms is highly desirable

Required Skills and Competencies:

- Strong understanding of international human rights law, particularly the ICCPR
- Excellent analytical and writing skills
- Strong interpersonal and communication abilities
- Ability to work both independently and as part of a multicultural team
- Organizational skills and ability to manage multiple priorities
- Commitment to the protection and promotion of human rights
- Proficiency in Microsoft Office Suite and other relevant software

Salary and Benefits:

The CCPR Centre offers a competitive salary commensurate with experience and qualifications. The salary range for this position is CHF 70,000 - 85,000 per annum, depending on experience. The Centre provides pension contributions and annual leave.

Location:

This position is based at our headquarters in Geneva, Switzerland. Applicant should have the Swiss Citizenship or a work permit valid in Switzerland.

How to Apply:

Please submit your application by 15 April, 2025, including:

- A comprehensive CV
- A cover letter explaining your interest in and qualifications for the position
- Contact information for two professional references

Submit your application to recruitment@ccprcentre.org with the subject line "Application: Human Rights Officer Position".

Only shortlisted candidates will be contacted.