

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Foreign Affairs, Regional Integration and International Trade (Human Rights Division)

Post: Human Rights Officer

Salary: Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (12 054 081)

Effective Date: 05 February 2020

Qualifications:

A. A degree in Law or Economics or Political Science or Human Rights or Sociology or Anthropology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) be able to meet tight deadlines;
- (ii) possess good interpersonal and communication skills;
- (iii) be able to work in a team and be result-oriented;
- (iv) have a very good understanding and knowledge of the regional and international human rights framework; and
- (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To carry out implementation of human rights activities, programmes and projects according to established plans.
2. To support the development of policies in line with international human rights standards.
3. To prepare draft statements, reports and other related documents pertaining to human rights issues.
4. To undertake researches pertaining to human rights issues and prepare relevant reports.
5. To collect and analyse human rights data and indicators, including gender-specific data and indicators.

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CERTIFIED CORRECT

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D. Gowry

D. Gowry (Mrs)
for Secretary for Public Service

05 February 2020

Date.....

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6. To compile and present data/information statistically for the preparation of reports and to maintain the database on human rights.
7. To assist in the design and implementation of training programmes on human rights for various target groups.
8. To prepare human rights education material to raise awareness of human rights and participate in awareness raising activities.
9. To provide technical assistance to Government and other partners, including the Civil Society on human rights issues and the human rights obligations including the requirements of UN Human Rights Mechanisms (treaty bodies, special procedures, Universal Periodic Review and the African Human Rights System).
10. To promote a synergy in the implementation of recommendations from human rights mechanisms and the Sustainable Development Goals (SDGs).
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Human Rights Officer in the roles ascribed to him.



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