

## Sample – POLNET Substantive Knowledge / Skills Test

### Generic - P4 Human Rights Officer

**Programme manager only has to provide a draft question(s) and content points. OHRM will work to provide draft of test including test instructions, reviewed question(s), and the mark scheme according to best practices in staff selection testing for Programme Manager's approval.**

#### Question 1

You are a Human Rights Officer in the Peacekeeping Mission in Country X. Your supervisor informed you about clashes between the Government forces and armed movements in your area of responsibility. The clashes have resulted in serious violations of the international human rights and international humanitarian laws, including extra-judicial killings, massive displacements, as well as sexual and gender-based violence.

There is a peacekeeping force based close to the affected area. As Human Rights Officer in your region, you are leading a team of human rights staff to conduct a fact finding mission at the site of the clashes.

Your supervisor asked you to prepare the fact finding mission: (1) outline the actions you will take pre-mission, during mission and post-mission, (2) include recommendations on how to address the human rights violations.

Word limit: You must not exceed 400 words.

Time limit: You have 60 minutes to complete your response.

Question weight: 100%

#### Question 1 Content Points

##### a) Pre-mission

1. Knowing the location of the incident
2. Selecting Team members with relevant skills and experience
3. Team should meet and deliberate how to conduct the mission
4. Planning and organizing the mission in terms of gathering previously existing information on the incident including the profile of belligerent forces
5. Logistical arrangement to be put in place
6. Contacts established with local networks including community leaders and Team-site officials

##### b) During Mission

1. Receive briefing from Team-site officials
2. Visit site(s) and gather verified information about the incident by conducting interviews with victims, eye witnesses, and family members
3. Division of tasks e.g. assigning female members of the team to SGBV/CRSV cases and using language assists if and when necessary
4. Visit medical authorities
5. Visit police authorities
6. Obtain the consent of interviewees to share information with appropriate and relevant entities and reassure them of confidentiality
7. Address victim and witness protection issues
8. Visits and meetings with other stakeholders such as local authorities, UNCT members, and NGOs
9. Return to Team-site and meet with officials for debriefing

##### c) Post Mission

1. The Team is debriefed among themselves
2. Mission report is consolidated
3. Findings of the mission are highlighted
4. Recommendations are made
5. Information is immediately used to take action and pursue remedies
6. Further follow-up actions proposed

<b>Item Mark Scheme – can be adjusted, criteria may vary</b>			
<b>Criteria</b>	<b>Content (50%)</b>	<b>Communication (30%)</b>	<b>Structure (20%)</b>
<b>5</b>	Covers at least 80% (at least 16) content points. The target reader would be fully informed.	The language used is precise and appropriate enough to communicate exact ideas. Language errors if present do not impede meaning.	Well-organized and coherent (intro, body, conclusion); good use of headings or sub-headings / paragraphs to organize the text.
<b>4</b>	<b>Shares aspects of 4 &amp; 5</b>		
<b>3</b>	Covers at least 60% (at least 12) content points. The target reader would be generally well informed.	The language used is mostly precise and appropriate enough to communicate core ideas. Language errors, if present, generally do not impede meaning.	Generally well-organized and coherent (intro, body, conclusion); appropriate use of headings or sub-headings / paragraphs to organize the text.
<b>2</b>	<b>Shares aspects of 4 &amp; 5</b>		
<b>1</b>	Covers at least 40% (at least 8) content points. The target reader would be minimally informed.	The language used is somewhat precise and appropriate enough to communicate broad ideas. Language errors, if present, somewhat impede meaning.	Somewhat organized and somewhat coherent; somewhat good use of headings or sub-headings / paragraphs to organize the text.
<b>0</b>	<b>Not demonstrated</b>		