



Specialized Inter-governmental Organization

International
Human Rights Commission
La Commission Internationale des Droits de l'Homme



Umbrella Fund

The scope of duties of the Ambassador at Large

Mr / Ms

Address

IHRC position: Ambassador at Large

Subject directly: Secretary General IHRC

I. The scope of duties

It is the duty of a co-worker to conscientiously and diligently perform his work and follow the instructions of his superiors, which are related to work, if they do not contradict the law. The co-worker is obliged, in particular, to observe:

- business secrets,
- principles of social coexistence
- diplomacy rules

In addition, the primary duty of a colleague is:

- participation in trainings, conferences and meetings
- undergoing verification procedures,
- taking care of a good IHRC image in the subordinate region
- making quarterly reports on the activities carried out,
- tracking and identifying local problems that can be dealt with by the IHRC,
- keep confidential information that disclosure could harm the IHRC
- constant contact with local authorities
- search for sponsors and other forms of financing IHRC activities.

In case of dismissal from the position or not to extend cooperation by the IHRC, it is obligatory to return all documents and hand over the projects started to the immediate superior within 7 days.

II. Responsibilities at the occupied position:

- executing the instructions of the Secretary General
- permanent advice to your supervisor
- performing special reports after completed missions
- carrying out all controls in subordinate structures
- representing IHRC at top-level meetings
- observing tensions and international conflicts in the subordinate region
- giving opinions on the calling of Ambassadors, Deputy Ambassadors, Commissioners, High Commissioners and diplomats
- keeping a register of outgoing letters, with particular emphasis on the correctness of numbering

Headquarters

Loretanske namesti 109/3
Praque 1- Hradcany
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IHRC Ukraine

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IHRC Poland

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Federal Court

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Praque 1- Hradcany 118 00 Prague
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- searching for new IHRC co-workers

III. Range of powers and responsibilities

- is authorized to use the IHRC logo and organization name
- is entitled to receive the small IHRC flag on the desk and large on the external and internal mast
- is entitled to receive a stamp with a visible IHRC logo to the suit
- is entitled to receive an oval seal of the IHRC Ambassador at Large
- is entitled to receive IHRC letterhead
- is entitled to receive the IHRC Ambassador at Large business cards, ready to be printed
- is entitled to receive a personal IHRC e-mail address depending on the region (ihrchq.org or ihrc-un.org)
- is responsible for building a good image of the organization
- may personally patronize occasional events
- may intervene in writing to institutions and state bodies regarding human rights violations after consultation with the IHRC Board
- may appear on behalf of the IHRC organization, at public events
- may include patronage over publications, films, conferences, public events
- can't represent a political party
- can't participate in political rallies without the consent of the Secretary General
- can't create the organization's policies on its own territory without the consent of the superiors
- can't engage the IHRC in political activities that promote the activities of a given political party
- can't publish IHRC documents released without the consent of the superiors
- can't conduct cash collections from sponsors to an account not linked to IHRC
- is fined for downloading private membership fees for own purposes
- is responsible for issuing penalties for issuing documents with the sign of the organization or name not agreed with the Secretary General
- performing any other supervisor's orders

IHRC doesn't employ and doesn't take any responsibility for health care, pensions and offenses committed in the scope of the activities of its co-workers

City and date

Signature

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