

## **PROGRAMME OFFICER –**

### **JOB AND PERSON SPECIFICATION**

<b>Responsible to:</b>	Director, ARTICLE 19 West Africa
<b>Responsible for:</b>	Programme Assistants, consultants and interns
<b>Key relations:</b>	Programme assistants- staff of ARTICLE 19 West Africa; other staff of ARTICLE 19 UK and other regions
<b>Contract:</b>	One Year with possibility of extension
<b>Gross Starting Salary:</b>	Depending on qualifications and experience
<b>Working hours:</b>	Full time - 37.5 hours per week, with some evening and weekend work
<b>Special conditions:</b>	Frequent travel in the region required, and in within countries and some evening and weekends work
<b>Location:</b>	Dakar, Senegal (ARTICLE 19 West Africa Office)

### **JOB SUMMARY**

The primary role of the Programme Officer is to support ARTICLE 19 West Africa programme team in developing programmes, projects and activities to promote freedom of expression and information in West Africa. The Programme officer will coordinate the work on safety and security of journalists and human rights defenders as well as develop wider programme work in the West Africa region. This will include developing new projects, fundraising for them and overseeing their implementation and quality delivery of project outputs and outcomes. The Programme Officer will also contribute to strategic planning, wider policy discussions and campaigns, as well as cross-learning and collaboration with other regional/thematic programmes of ARTICLE 19.

### **RESPONSIBILITIES**

#### **1. Programme Development and Fundraising**

- Contribute to the development of the programme strategic and operational plans
- Develop concept papers and fundraising proposals and maintain contact with donors

- Provide oversight of the team members including through development and review of work plans and project implementation timetables;
- Attending meetings with stakeholders (funding and implementing) to discuss and develop joint interventions;
- Assist in identification of new funding opportunities and partners.

**2. Implementation and Coordination of the delivery of Programmes and projects including by:**

- Development and execution of annual programme work plans
- Assisting partners to develop and implement national/regional capacity building, campaign and advocacy strategies;
- Organising and facilitate capacity building workshops with partners;
- Coordinate the Monitoring of abuses of freedom of expression and developing appropriate advocacy responses
- Supervising work of assistants, consultants, volunteers/interns related to these projects;
- Editing and drafting reports; and
- Drafting report to the donor (s).

**3. Responsible for the overall management of the projects including by:**

- Devising budgets, work plans and timetables;
- Ensuring timely delivery of project outputs;
- Ensuring appropriate monitoring and review of programme/ project execution.

**4. Maintaining regular contact with other programmes, staff, donors, and project partners and consultants**

Contributing to general West Africa Programme work, including by:

- Dealing with inquiries and providing information on the Programme;
- Attending and assisting with meetings and other Programme activities;
- Maintaining and developing Programme files and information systems.

Contribute to the overall work of the programme as well as that of ARTICLE 19 including by :

- Facilitating cross-learning and collaboration with other regional/thematic programmes of ARTICLE 19, and contributing to general ARTICLE 19 campaigns;
- Contribute to and influence the overall ARTICLE 19 policies as well as strategies and programme development processes.
- Contributing to central ARTICLE 19 processes and policy development.
- Contributing to ARTICLE 19's regular publications.
- Contribute to ARTICLE 19 media and communication outreach

## **PERSON SPECIFICATION**

### ***Experience***

- At least 3 years substantial experience in programme coordinating and implementation in freedom of expression, access to information, development; media, communication or a related area of work;
- Substantive conceptualisation, drafting and editing of written materials-policy briefs, press releases, reports and commentaries skills;
- Experience in training, monitoring, policy development, advocacy and/or campaigning work in the human rights, media/communication or development sector;
- Experience of working with local partner organisations, the media, governments institutions and donors in West Africa
- Experience of fundraising, planning and budgeting within an organisation; and
- Experience of working in a cross-cultural environment.
- Experience in working with regional and international human rights bodies or journalists or media owners/associations

### ***Skills and Competencies***

- Able to operate on own initiative with time-management skills;
- Fluent in spoken and written English and proficiency in French and one other major West Africa language, desirable;
- Excellent project coordination and administration skills (including reporting and team work);
- Good conceptual and organisational skills, including ability to develop work plans
- Excellent writing and presentation and advocacy skills;
- Excellent communication and interpersonal skills and sensitivity in working with people from various cultural and social backgrounds;
- Excellent organisational and logistical skills; especially ability to adapt to changing environment
- Excellent skills in word-processing, and working with spreadsheets;
- Familiarity with the use of e-mail and internet;
- Ability to work under pressure and to meet strict deadlines.

### ***Education/Training/Qualifications***

- Degree level or equivalent with post-graduate qualification in human rights, law, African studies, international relations, political science, media, communication, or other relevant field being an added advantage.

### ***Knowledge***

- Familiarity with key freedom of expression and access to information issues in west Africa including media development issues
- Familiarity with international and regional mechanisms for promoting and protecting human rights.
- Knowledge of the geopolitics and recent developments in the West Africa region.

***Other Requirements***

- ECOWAS Citizen or resident
- Commitment to ARTICLE 19's values and objectives;
- Commitment to equal opportunities;
- Ability to travel extensively.

**How to Apply**

Interested candidates should send a covering letter clearly showing how they meet the Person Specification together with their detailed resumes/CV either by email to:

[senegalrecruit@article19.org](mailto:senegalrecruit@article19.org)

Or by post to:

**The Selection panel**

ARTICLE 19  
G 60 Mamelles Aviation  
PO box 5175 Dakar, Fann

By or before 5.30pm 30 March 2013

Only short listed candidates will be contacted.