



ARTICLE 19

JOB DESCRIPTION

PROGRAMME OFFICER- FREEDOM OF EXPRESSION AND ACCESS TO INFORMATION IN WEST AFRICA

Responsible to:	Director, West Africa
Key Relations:	Programme Assistants, consultants and Interns
Salary:	Competitive depending on qualifications and experience
Working hours:	Full time with some evenings and weekends work
Contract:	Two years-renewable
Special conditions:	Frequent travel around West Africa and some evenings

ARTICLE 19 West Africa is looking for a highly motivated individual with passion for human rights who demonstrates professional competence and expertise in human rights and freedom of expression issues, and understanding of the complex geopolitical and security challenges in West Africa.

The programme Officer will take pride in work and in achievements, both at personal and organizational levels with a small team of professionals. She/he will be key in developing and implementing programmes for the defence and promotion of freedom of expression and access to information activities in the region under a new strategy “The Expression Agenda”

CONTEXT

ARTICLE 19 is the leading international NGO that promotes and protects freedom of expression and access to information across the world. Through our focus on developing and enforcing international standards and domestic legislation, the empowerment of civil society and practical actions on the ground, we deliver a unique contribution to the protection of human rights, democratisation and development process.

ARTICLE 19 West Africa was established five years ago in Senegal to adequately respond to the local and regional needs and to provide timely and relevant support and contribute to strengthening national capacities and building or reforming institutions and policies to protect freedom of expression and the free flow of information. With the many security crisis and challenges in some parts of the region, civil liberties and civic space continue to shrink; human rights defenders and journalists are the main targets for repression.

JOB SUMMARY

The Programme officer under the supervision of the Regional Director will undertake a variety of tasks within the West Africa sub region in particular coordinating, planning, administering, implementing, and reporting on the execution of programmes and projects. Specific tasks will include ensuring high quality programmes delivery which extends to effective deployment of time, resources, coordination, effective communication, and collaborative problem-solving. The role includes expanding, maintaining strong, trusting relationships internally and externally especially in complex situations.

RESPONSIBILITIES

- 1. Programme Development and Fundraising**
 - Contribute to programmes expansion and development in English speaking countries in the region;
 - Draft and reviewing concept papers, ToR, agreements and proposals;
 - Initiate and attend meetings with stakeholders to discuss and develop joint interventions;
 - Engage in fundraising and negotiation meetings;
 - Support in identification of new funding opportunities and partners;
 - Organise and attending advocacy roundtables, conferences and training workshops.
- 2. Implementation and Coordination of the delivery of Programmes and projects including by:**
 - Development and execution of operational and annual work plans;
 - Assisting partners to develop and implement national/regional campaign and advocacy strategies and plans;
 - Organising and facilitate capacity building workshops with partners;
 - Coordination of research and monitoring of freedom of expression violations and developing appropriate responses;
 - Supporting work of consultants, programme assistants, volunteers/interns related to the programmes;
 - Coordinating drafting, editing and publications of reports.
- 3. Responsible for management of the projects including by:**
 - Developing and processing budgets, work plans and timetables and reports;
 - Ensuring timely delivery of project outputs, execution and reporting;
 - Ensuring appropriate monitoring, review and quality control of programmes,
- 4. Contributing to general West Africa Programme work, including by:**
 - Dealing with inquiries and providing information on the Programmes;
 - Participating and supporting other Programme activities;
 - Maintaining regular contact with other programme staff and project partners.
- 5. Through the Regional Director, contributing to global ARTICLE 19 internal processes, policy and strategic development and regular publications.**
- 8. Undertaking such other reasonable tasks as may be assigned by the Regional Director.**

Education

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

Experience

- At least 7 years' experience in policy work, monitoring, advocacy and/or campaigning with government, international organisations or NGOs;
- At least 5 years' experience of managing budgets and projects;
- At least 5 years' experience in managing staff in a fast-paced, challenging diverse environment;
- Experience of working and developing, managing partnerships and joint programmes with other organisations;
- Experience of working in a cross-cultural environment;
- Capacity to manage competing interests, challenging political and cultural factors and tensions (internal and external).

Requirement and skills

- Familiarity with human rights, freedom of expression and democratisation issues in West Africa;
- Proficiency in English;
- Familiarity with international and regional mechanisms for promoting and protecting human rights;
- Knowledge of politics and societies in West Africa;
- Ability to operate on own initiative with demonstrable time-management skills with minimal supervision;
- Ability to solve problems independently and collaboratively;
- Excellent communication (spoken and writing) English and good knowledge of French;
- Excellent project management and administration skills (including financial management and reporting);
- Excellent presentation and advocacy skills;
- Sensitivity in working with people from various backgrounds;
- Practical knowledge of computers (Word processing, Spread sheets, Email, database management; internet....)
- Ability to work and deliver high quality product;
- Ability to work with little administrative support and to meet strict deadlines;
- Ability to travel extensively including in difficult zones and rural areas;
- Ability to build understanding and share knowledge with team and learn from others;
- Ability to adapt to changing environments; update oneself and to apply and promote relevant organizational policies;

DESIRABLE

- Experience of working in an NGO environment;
- Experience with civil society work, reporting and fundraising;
- Experience in the media and ICT field;
- Experience in research, writing/editing publications.

How to apply:

Interested Candidates should send (in English or French) a Curriculum Vitae; a motivation letter, an unedited writing sample of 10 to 15 pages and a list three references who are not related to the candidate, with their full contact details to: senegalrecruit@article19.org

Closing date for applications is 25 January 2016

Only short listed candidates will be contacted. Candidates involve in activities or association which may generate a real or perceived conflict of interest or security risk with ARTICLE 19 work will not be considered.

Female Candidates are encouraged to apply