

Job Description: Human Rights Officer

Name	NIL	Duty Station	Jwagal, Lalitpur with frequent travel inside and outside Kathmandu valley
Starting date	01.08.2021	Ending date	31.12.2021
Line Manager	Human Rights Coordinator	Team supervision	N/A

Scope of the position

It is a short-term employment contract. The primary responsibility of the Human Rights Officer is the implementation, monitoring and evaluation of all capacity-building initiatives carried out by the HRJC. Nevertheless, the incumbent will as well support the Human Rights Coordinator in the conduction of legal, advocacy and outreach activities. The position requires frequent traveling inside and outside of Kathmandu valley.

Recruitment criteria

Education	Bachelors of Law (LL.B.) A university degree in combination with one additional years of qualifying work experience may be accepted in lieu of the advanced university degree. Having a Master's degree in law would be an asset.
Experience	At least 2 years of experience in human rights, law or related area are required. Previous experience working for an NGO/CSO is an asset
Languages	Fluency in written and verbal English and Nepali is required. The knowledge of additional languages spoken in Nepal is an advantage.
Competencies	In-depth knowledge of international standards related to human rights. Research and analytical skills, including ability to identify and participate in the resolution of human rights issues. Ability to to design and deliver trainings and presentations, identify sources for data collection, research and analyze information and support HR Coordinator in drafting legal documents and human rights reports. Excellent written and verbal communication skills in English and Nepali. Computer literate, at ease with Excel, PowerPoint and collaborative tools.
Personal qualities	High social skills and willingness to work in a consensual environment. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of all in all areas of work. Is motivated by professional rather than personal concerns, shows persistence when faced with difficult problems or challenges, and remains calm in stressful situations. Highest standards of moral and ethical conduct and integrity.



Description of tasks and responsibilities

Management of trainings initiatives

- Ensure the preparation of all needed call for applications, assignments and service contracts.
- Develop training agendas entry and exit tests and evaluation forms in support to the HR Coordinator.
- Ensure the adoption of effective training methodologies, adapted to the size and type of participants.
- Ensure transparent selection, appointment and remuneration of the external resources called to intervene in HRJC capacity building initiatives in support of HR Coordinator.
- Maintain a comprehensive database of the participants to HRJC capacity building initiatives conducted during the tenure, for evaluation and reporting purposes.
- Effectively forecast and manage the training budget with the support of the Administration and Finance Officer.
- Timely communicating to the Administration and Finance Officer all required logistical arrangements.

Legal and advocacy work

- Support the HR Coordinator in the research and drafting of cases to be presented before national courts and/or to be submitted to international human rights mechanisms.
- Support the HR Coordinator in following up with the partners lawyers the litigation of cases before national avenues.
- Support the HR Coordinator in conduction of advocacy activities, as required.

Reporting

- Responsible for the timely preparation, sharing and archiving of short narrative reports on each training session realized.
- Carry out regular reporting to the Human Rights Coordinator as required.
- Support the HR Coordinator in the preparation of monthly situation reports (Sitreps).

External relations

In close coordination with the HR Coordinator, attend the meetings and prepare minutes.

Fundraising/grant management

- Contribute to the development of new projects (logical framework, narrative description, budget, and implementation schedule) and support the HR Coordinator in developing and maintaining relationships with actual and potential donors.
- Ensure forecast and earmarking of expenses, budget compliance and provision of the required financial supporting documents for all activities placed under his/her own responsibility.

Others

- Support the Human Rights Coordinator on preparation and conduction of legal briefings, workshops, meetings with the Roster of Lawyers and with partners and authorities.
- Attend monthly and bi-weekly meetings of the HRJC, as required.

This job description is subject to change depending on activities.

By signing this document, the Employee acknowledges that he/she has read, understood and approved it.

Place and date

Signature of Employee: