

VACANCY ANNOUNCEMENT- HUMAN RIGHTS OFFICER

First Notice date: 21 May 2021

Deadline: 14 June 2021

The Human Rights and Justice Centre (HRJC) is a not-for-profit organization improving access to justice for victims of human rights violations in Nepal such as torture, enforced disappearances, extrajudicial executions and sexual violence. The HRJC provides legal assistance to victims regardless of their background, religious or political affiliation, litigates cases, develops local capacity and pushes the human rights agenda forward.

SCOPE OF THE POSITION

The [HRJC](#) is seeking a suitably qualified candidate to fill the position of Human Rights Officer.

It is a short-term employment contract for the period of 5 months with the possibility of extension depending upon performance of the candidate and the availability of budget.

The primary responsibility of the Human Rights Officer is the implementation, monitoring and evaluation of all capacity-building initiatives carried out by the HRJC. The selected candidate will support the Human Rights Coordinator in conduction of legal, advocacy and outreach activities. The position requires regular traveling inside and outside of Kathmandu.

The placement of the Human Rights Officer is expected to take place in 1 August 2021 with 25% of field visits out of the valley.

EDUCATION

Bachelors of Law (LL.B.)

A university degree in combination with one additional year of qualifying work experience will be accepted in lieu of the educational qualification

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 is required.
Previous experience working for an NGO/CSO is an asset

REQUIRED SKILLS AND COMPETANCIES

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



HUMAN RIGHTS AND JUSTICE CENTRE

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.

APPLICATION INSTRUCTIONS

Interested individuals who meet the requirements of the position are invited to apply submitting their up-to-date curriculum vitae, a motivation letter citing “what makes you apply for the position”, a copy of highest-level educational degree and the contacts of 2 professional references not later than 14th June 2021. **Applicants are required to refer to the detailed Job Description accessible [here](#).**

Selection of the candidate is made upon successful completion of written as well as verbal interview.

Applications should be emailed to **contact@hrjc.org.np** to reach us not later than **14 June 2021, 6 p.m.**

Please quote “Application - Human Rights Officer” on the subject line.