

Vacancy announcement

East Africa Coordinator

Starting date:	as soon as possible
Duty station:	Burundi, Uganda, Rwanda, or Democratic Republic of the Congo
Reports to:	Director
Work percentage:	full-time (or 80% to be negotiated)
Type of contract:	fixed term renewable
Closing date:	8 July

BACKGROUND

The Centre for Civil and Political Rights (CCPR Centre) is the leading international NGO working for the worldwide implementation of the International Covenant on Civil and Political Rights (ICCPR) and its two Optional Protocols. The Centre aims to achieve to fulfil that vision by facilitating the application of the ICCPR and promoting the implementation of Human Rights Committee recommendations, mainly through engaging with national NGOs and strengthening the Committee itself.

The Centre is based in Geneva with representations in Lomé (Togo) covering West and Central Africa, and Chiang Mai (Thailand) covering the Asia Pacific region. The Centre has been working in the Great Lakes region of Africa (namely the Democratic Republic of Congo, Burundi and Rwanda) since its establishment in 2009, primarily to support the processes of reporting to and review by the Human Rights Committee as well as in relation to the Universal Periodic Review (UPR).

In end 2014, the Centre initiated the "Human Rights Monitoring – Technical Assistance Project (HRM-TAP)" with the US based Carter Centre which objective is to establish a group of field monitors in Burundi to monitor ongoing human rights violations in that country. The monitors are expected to report their findings to UN human rights mechanisms such as treaty bodies and the Universal Periodic Review (UPR), as well as Special Procedures and other relevant bodies. The Carter Center's ELMO tool (<http://getelmo.org/>) is used by monitors to report their findings through a confidential and secure platform. A first group of 20 monitors were trained in April 2016, and a second training workshop is planned for September 2016.

Additionally, the Centre is currently engaged in the DRC which will be reviewed by the HR Committee in 2017, and Rwanda, which was reviewed by the HR Committee in March 2016.

DUTIES & RESPONSIBILITIES

General

Promote the participation of NGOs in the work of the Human Rights Committee by raising awareness, strengthening the capacity of NGOs and providing technical support at all stages of the reporting process:

- a) Assist national NGOs with the drafting and preparation of reports for the List of Issues and/or in response to the List of Issues;

- b) Ensure the dissemination of relevant information related to the work of the Human Rights Committee, particularly information related to NGO participation;
- c) Organise and conduct NGO workshops and national consultations on the ICCPR and the Human Rights Committee.

Supporting the participation of NGOs during Human Rights Committee sessions:

- a) Facilitate NGO advocacy including the organisation of the formal and informal NGO briefings;
- b) Manage the content of the Centre's social media channels and press releases related to the countries under review.

Promote the role of NGOs in the follow-up to the Concluding Observations:

- a) Organise and participate in the follow-up visits with HR Committee members;
- b) Support national NGOs to produce NGO follow-up reports on the implementation of the Concluding Observations;
- c) Assist national NGOs in their activities related to the follow-up to the Concluding Observations.

Assist with the developing and maintenance of the website, and undertake any other tasks as assigned by the Director.

On HRM-TAP specifically

Contribute to the overall coordination and management of the project, notably by:

- a) Providing support to Burundi monitors as needed, either from a distance or face to face if possible
- b) Act as a focal point and provide leadership for issues relating to reporting to international human rights bodies, including by supporting and editing draft reports
- c) Contribute to establishing and running a verification scheme for the information collected by Burundi monitors on the ELMO platform
- d) Contribute to analysing the information collected on ELMO
- e) Represent the CCPR Centre in weekly coordination meetings with the Carter Center project team, and fill out weekly Monitoring & Evaluation forms
- f) Contribute to prepare reports and other relevant documents for donors (USAID & Swiss Federal Department for Foreign Affairs)

Organise the September 2016 workshop with the Burundi monitors and the Carter Center project team:

- a) Coordinate invitations, flights, accommodation, workshop venue and logistical arrangements
- b) Contribute to preparing the agenda in close cooperation with Carter Center and CCPR Centre colleagues
- c) Deliver presentations as suitable during the workshop

REQUIREMENTS

Fluency in English and French. Knowledge of Kirundi and/or Kiswahili would be a plus.

Experience in the promotion and protection of human rights at the international and/or regional level

- a) Postgraduate degree in law, international relations, political science or a related field
- b) Prior experience working in the human rights field

Experience in the development and/or use of web or SMS based data collection tools

- a) Knowledge and/or experience in the development and use of data collection software would be a plus

Prior experience in the field of human rights work in Burundi would be a plus

A strong commitment to, and passion for, the principles and practice of human rights

Outstanding interpersonal skills and the ability to work collaboratively, independently and effectively with project partners in different parts of the world (notably the US and Switzerland)

Ability to think and act quickly, creatively and strategically under pressure

Excellent organisational skills

Capacity and interest to travel in the sub region and in Geneva

APPLICATIONS

Applications should be sent before by 8 July COB by email to recruitment@ccprcentre.org. Only shortlisted candidates will be contacted for an interview.

Applications should consist of:

- A motivating letter
- Curriculum Vitae
- Contact details of two recent professional referees