

CALL FOR APPLICATIONS: DIRECTOR OF PROGRAMS AND ADMINISTRATION

Deadline: 1 July 2013

Location: Kampala, Uganda

Duration of contract: One year, renewable

BACKGROUND

The East and Horn of Africa Human Rights Defenders Project (EHAHRDP) seeks to strengthen the work of human rights defenders (HRDs) throughout the sub-region by reducing their vulnerability to the risk of persecution and by enhancing their capacity to effectively defend human rights. EHAHRDP focuses its work on Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia (together with Somaliland), South Sudan, Sudan, Tanzania and Uganda. EHAHRDP serves as the Secretariat of The East and Horn of Africa Human Rights Defenders Network (EHAHRD-Net) representing more than 70 members, i.e. Human Rights Defenders (HRDs) and their organizations, and does its work through three core programs: advocacy, capacity building and protection.. EHAHRDP serves also as a host to the Secretariat of the Pan-African Human Rights Defenders Network.

Further information about the activities of East and Horn of Africa Human Rights Defenders Project can be obtained from the website: www.defenddefenders.org.

DIRECTOR OF PROGRAMS AND ADMINISTRATION

EHAHRDP is seeking applications for the role of Director of Programs and Administration to fill a vacancy.

The successful candidate will be in charge of program work and administrative functions of the organisation, reporting to the Executive Director. EHAHRDP is looking for an experienced person to serve as part of the management of the organisation, with strong program management and administration skills. The successful candidate must be able to work well under pressure, possess excellent people skills and be willing to travel frequently, as required.

Key responsibilities:

Supervising overall implementation, monitoring and evaluation of all programs undertaken by EHAHRDP;

Developing program management schedules, activity plans and monitoring and evaluation criteria against program goals, as well as recommending reviews and proposals to ensure that program activities address actual needs;

Preparing funding proposals, program narrative and financial reports, and briefing and position papers for management, counterparts, partners and donors;

Developing and maintaining productive working relationships with management, donors, partners, beneficiaries and other stakeholders;

Ensuring all agreements with partners and service providers are prepared, negotiated and agreed upon;

Supervising and implementing general administration following organizational policies;

Implementing human resources management duties, including recruitment, inductions, appraisals, salary planning, staff benefits, staff development and training;

Supervising the financial management of the organisation, including financial planning, budget monitoring, procurement and financial reporting;

Support the strategic development of the organisation through identification of opportunities and risks, and contribute to the refinement and reformulation of planned project outputs and activities, where necessary, as well as insure proper implementation of the strategies and policies of the organisation;

Support the organizational development through improvement of internal management systems and procedures.

The successful candidate must be able to demonstrate, through their CV and cover letter, that they meet the following essential criteria:

Master's degree in Human Rights, Social Sciences, Law, International Relations, Administration, Project Management, Development Studies, or a related field.

- Minimum of five years experience in project management and administration;
- Experience in human resources management and supervision of staff;
- Experience in fundraising, budget planning and financial reporting;
- Proven commitment to universal human rights;
- Excellent written and oral communication skills;
- Advanced information technology skills;
- Excellent interpersonal skills and ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Fluency in English. Knowledge of any other regional language is positively valued.

How to Apply

Please apply by emailing in a single submission the following documents: a cover letter of

motivation, curriculum vitae and three references to jobs@defenddefenders.org not later than 1st July 2013.

Only complete applications will be reviewed. It is preferred that all materials be submitted via email. No phone calls please. Do not send transcripts of copies of certificates at this point. We regret that owing to the volume in applications only shortlisted applicants will be contacted.

Equal employment opportunities and having a diverse staff are fundamental principles at EHAHRDP where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or any other protected characteristic as established under international human rights principles.