

Job Description –Fellow – Communications Registry Officer

Reports to	Executive Secretary to the ACHPR
Job Location	Banjul, The Gambia
Compensation	USD 2000 Net per Month all inclusive

Background Information

The African Commission on Human and Peoples' Rights (ACHPR) has received technical assistance from The Open Society Foundations (OSF), through an implementing partner – The Institute for Human Rights and Development in Africa (IHRDA). OSF works globally to build vibrant and tolerant democracies whose governments are accountable and open to the participation of all people. Its work is committed to Expression, Justice and Equity, with cross-cutting work around climate and intersectional justice. OSF-Africa seeks to advance similar priorities on the continent, rooted in and framed from an African perspective to meet present-day, interconnected challenges to open society. OSF-Africa's vision is to build a globally respected, vibrant, and integrated Africa, characterized by democratic governance, sustainable development, and economic systems that deliver more just, inclusive, and accountable outcomes with and for the people and the environment in Africa.

This Project entails the provision of human resource support from OSF through IHRDA. The support will further enhance the capacity of the ACHPR to better promote and protect human and peoples' rights in Africa. The ACHPR was established in 1987 to 'promote' and 'protect' human and peoples' rights through interpreting and monitoring the implementation of the African Charter on Human and Peoples' Rights (African Charter), and to perform any other tasks entrusted to it by the Assembly of Heads of State and Government of the AU. The ACHPR is Africa's premier, longest standing and most prominent regional human rights institution, and a critical institution in the continent's efforts, among others, to promote and protect human and peoples' rights, and towards an *Africa of good governance, democracy, respect for human rights, justice and the rule of law* – as envisaged under the African Union's Agenda 2063.

The mandate of the ACHPR spans all generations of rights – civil and political rights, economic, social and cultural rights, group rights and the right to development, and encompasses all categories of beneficiaries – including women, children, persons with disability, older persons etc. The ACHPR comprises 11 independent experts who serve part-time, with a full-time Secretariat in Banjul, The Gambia. The Secretariat provides programmatic, administrative, technical, and logistical support to the ACHPR.

In view of the above, a call is hereby made for a Fellow - Communications Registry Officer who will be attached to the ACHPR for a duration of 18 months.

Job Purpose

The Communications Registry Officer at the African Commission on Human and Peoples' Rights (ACHPR) is responsible for managing Communications filing, records, information flow, and documentation within the organization. This role involves ensuring efficient handling, docketing, distribution, and archiving of information related to ACHPR's activities. This position involves overseeing the organization's Communications records, ensuring accuracy, accessibility, and compliance with established protocols.

Major Duties and Responsibilities

Under the supervision and guidance of the Senior Legal Officer responsible with Communications handling, the Communications Registry Officer shall perform the following duties and responsibilities:

- Receipt and preliminary processing of complaints;
- Handling correspondence relating to communications;
- Registering complaints and the relevant decisions on communications taken by the Executive Secretary to the Commission (STC), the Working Group on Communications (WGC) and the Commission;
- Prepare monthly report to the supervisor and ACHPR Management on statistics of active Communications including date received, progress of correspondence, Legal officer assigned, duration of the Communication since it was received and remarks.
- Management of the physical and electronic files;
- Management of the communications archive;
- Drafting and processing correspondence relating to the Communications timely;
- Analysis of complaints in view of their joinder, as well as drafting the decision on joinder, if applicable;
- Drafting seizure decisions;
- Participation in meetings relating to the management of Communications;
- Maintain a centralized registry or database for incoming and outgoing communications, reports, official documents, and other records. Ensure proper filling and retrieval system
- Organize and categorize documents systematically for easy retrieval and reference.
- Manage the filing system and ensure accurate and up-to-date documentation of all relevant materials.
- Implement records retention policies and guidelines to safeguard important information.
- Receive, register, and distribute incoming correspondence, including emails, letters, and official communications.
- Prepare outgoing correspondence and ensure timely dispatch to the intended recipients.
- Facilitate the dissemination of information within the organization, ensuring that relevant stakeholders receive necessary documents and updates.
- Coordinate communication between different departments, teams, and external stakeholders as required in relation to Communications handling.
- Ensure accuracy, completeness, and compliance of relevant documents with established standards and procedures.
- Conduct regular quality checks on registry materials to maintain data integrity.
- Maintain and update electronic databases or information management systems used for record-keeping and retrieval, in relation to Communications.
- Manages requests by member states for information related to complaints received by the Commission.
- Contributes to legal or policy analyses and publications
- Contributes to standard-setting, through participating in meetings, drafting work and promoting international standards
- Participates in the organization of relevant meetings and conferences with stakeholders where Communications are being considered.
- Provide any other support as may be assigned by a Supervisor from time to time.

Academic requirements and relevant work experience

- Must hold a Master's Degree in Law from an accredited university with 2 (two) years' experience within a human rights framework, preferably in a regional, continental or international organization;

OR

Academic requirements and relevant work experience

- Must hold a Bachelor's Degree in Law (LLB) from an accredited university with five (5) years' experience in a similar role and within a human rights framework, preferably in a regional, continental or international organisation.

Required Skills

- Proven experience of at least six months of handling Registry function of similar nature
- An in-depth understanding of the African human rights system and of comparative or international human rights law
- Previous experience in relation to Communications on human and peoples' rights before the ACHPR will be an added advantage.
- Demonstration of excellent organization skills is the requirement.
- Strong analytical skills and ability to prepare legal submissions and opinions
- Concentration, accuracy, and ability to work under minimum supervision and under pressure
- Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment
- Good communication and planning skills
- Respect for confidentiality and good public relations is the must requirement.
- Demonstrable knowledge of international organizations
- Proficiency in one of the AU official working languages is the requirement, proficiency in more than one AU Official Languages is added advantage.

Leadership Competencies

- **Strategic insight:** Contributes to the development of goals and strategies. Assesses how day-to-day tasks support the organizational vision and mission
- **Developing others:** Works with employees to set development objectives that support both their personal and organizational goals. Provides objective and timely performance feedback
- **Change management:** Assists others in adapting to change. Is flexible and introduces new ideas and approaches to the team
- **Managing risk:** Takes action with potential negative consequences for self or own area of responsibility. Takes action when outcome is unclear

Core Competencies

- **Teamwork and collaboration:** Develops positive working relationships by building rapport, listening to others and demonstrating interest in the opinions and views of others
- **Accountability awareness and compliance:** Proficiently manages resources to achieve goals
- **Learning orientation:** Understands the importance of learning and actively seeks out relevant training programs to develop both personally and professionally
- **Effective communication:** Persuasively presents the key points of an argument and conveys ideas in related field to achieve desired results

Functional Competencies

- **Analytical thinking and problem solving:** Makes decisions and takes action quickly and decisively when there is not enough information
- **Job knowledge and information sharing:** Aware of the knowledge and information relevant to their roles and shares appropriately and participates in activities to facilitate sharing. Understands and complies with information management standards and guidelines
- **Drive for results:** Identifies resources that are needed to achieve team goals. Keeps track of measures and outcomes against a standard that is not imposed by others
- **Continuous improvement focus:** Continuously seeks better ways to achieve objectives

Note

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. It may be changed by the role manager during employment on an as-needed basis

How to apply

Please send your cover letter and detailed CV to achprfellows@hrda.org, with the subject line: "Fellow - Communications Registry Officer" no later than **Tuesday, 23 January 2024 at 11:59 p.m. GMT**.

NB: Only shortlisted candidates will be contacted.