

## Job Description – Senior Fellow – Legal, Diplomatic and Administrative Support

Reports to	Executive Secretary to the ACHPR
Job Location	Banjul, The Gambia
Compensation	USD 3000 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 Senior Fellow - Legal, Diplomatic and Administrative Support (Working with the OSTC) – who will be attached to ACHPR for a duration of 18 months.

### Job Purpose

Senior Fellow – Legal, Diplomatic and Administrative Support's main job purpose is to provide legal, administrative and diplomatic support to the office of Secretary to the Commission.

## Major Duties and Responsibilities

Under the supervision and guidance of the Executive Secretary to the Commission, the Senior Fellow -Legal, Diplomatic and administrative Officer shall perform the following duties and responsibilities:

- **Support the preparation of key documents and correspondences for the office of STC:** Responsible for drafting and reviewing correspondences and documents pertaining to diverse stakeholders including Notes Verbale, Letters, Memoranda of Understanding, Concepts Notes, Reports, and other key documents emanating from the Office of STC.
- **Legal Research:** Providing legal research in support of the work of the OSTC, including in relation to drafting agreements, preparation of presentations and papers, etc.
- **Provide support in Workplan Plan coordination:** Work closely with the Monitoring & Evaluation Expert in the preparation of the Annual Work Plan of the ACHPR, and to coordinate follow up and dissemination of required action and feedback on implementation of approved work plans.
- **Support the organization of Sessions of the ACHPR and other Statutory and Institutional Meetings:** Responsible for providing administrative support towards the effective organization of Sessions and other statutory and institutional meetings of the ACHPR, including among others, negotiating and drafting hosting agreements; preparing preparatory notes, public notices, and invitation letters; organizing side events and developing requisite concept notes and programs, and ensuring that statutory and other meetings and events are scheduled and planned well in advance, considering any legal requirements, ACHPR policies, and stakeholder needs.
- **Supporting Legal Compliance:** Providing technical support in ensuring that legal and regulatory requirements are met, including ensuring that the meeting or event is advertised correctly, and any necessary documentation is prepared and distributed.
- **Managing communications:** Responsible for timely communication with key stakeholders, including Commissioners, state parties, and other stakeholders, to ensure that they are aware of meetings or events and that they have all the information they need.
- **Supporting Meetings and Other Stakeholder Engagements:** Responsible for facilitating and providing technical and administrative support to strategic meetings or events, ensuring that all stakeholders can participate and that the meeting runs smoothly, and drafting appropriate reports and follow-up documents.
- **Managing post-event activities:** After meetings and other events, ensuring that any necessary follow-up actions are taken, such as distributing meeting outcome documents.
- **Developing and implementing partnerships and engagement strategies:** Responsible for developing and implementing effective strategies to engage with various stakeholders, including civil society organisations, national human rights institutions, regional and international bodies, human rights defenders and other partners.
- **Building and maintaining partnerships:** Responsible for building and maintaining partnerships with stakeholders and partners, including negotiating and implementing partnership agreements and ensuring effective collaboration between the ACHPR and its partners.
- **Supporting citizen engagement:** Responsible for promoting citizen engagement in human rights advocacy and monitoring, including participating in civil society organisations and other stakeholders in ACHPR processes
- Provide any other support as may be assigned by the Executive Secretary from time to time.

## Academic requirements and relevant work experience

- Must hold Masters Degree in Law from an accredited university with seven (7) years' experience within a human rights framework, preferably in a regional, continental or international organisation, with three (3) at supervisory level.

OR

- Must hold Bachelor's Degree in Law (LLB) from an accredited university with ten (10) years' experience out of which three (3) years should be at supervisory level, in a similar role and within a human rights framework, preferably in a regional, continental or international organisation.

### Academic requirements and relevant work experience

- Any other qualification in the area of human rights law or a member of the professional body would be an advantage.

### Required Skills

- An in-depth understanding of the African human rights system and of comparative or international human rights law
- An in-depth understanding of the mandate, working methods of the African Commission and its Secretariat will be an added advantage;
- Specific experience of preparing diplomatic correspondences and facilitating stakeholders' engagement in an international organization;
- Specific experience in preparing meeting an/or mission reports, draft agreements, papers and other research materials;
- Specific experience in supporting a head of mission or office
- Strong knowledge of ACHPR Rules of Procedures and its application
- Knowledge of the African Union policies and procedures
- 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
- Demonstrable knowledge of international organizations
- Proficiency in one of the AU official working languages is the requirement, proficiency in more than one AU Official Language 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](mailto:achprfellows@hrda.org), with the subject line: “Senior Fellow - Legal, Diplomatic and Administrative Support (Working with the OSTC)” no later than **Tuesday, 23 January 2024 at 11:59 p.m. GMT.**

**NB: Only shortlisted candidates will be contacted.**