

Job Description – Senior Fellow – Program Coordination

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 - Program Coordination, who will be attached to the ACHPR for a duration of 18 months.

Job Purpose

Senior Fellow -Program Coordinator is responsible for coordinating and managing specific programs and projects within the African Commission on Human and Peoples' Rights. This role involves: working closely with stakeholders; guiding to remain focused with approved Strategic Plan; guiding in developing annual work plan overseeing program activities; monitoring progress, ensuring effective implementation of human rights initiatives of the ACHPR; and preparing appropriate reports on ACHPR's performance, as may be applicable. The coordinator plays a vital role in planning, implementing, evaluating and overseeing various programs and initiatives aimed at promoting and protecting human rights across the African continent, within the framework of ACHPR's mandate and work.

Major Duties and Responsibilities

Under the supervision and guidance of the Executive Secretary to the Commission, the Programme Coordinator shall perform the following duties and responsibilities:

Planning, Designing, Coordination and Management

- Update and implement ACHPR's MEAL System for ACHPR, ensuring that it is institutionalized within the existing ACHPR management framework. This includes establishing policy, procedure, theories of change and tools for data collection and use consistent with M&E resources, log frame to demonstrate results and impact and build ACHPR staff capacity to understand and use the M&E system;
- Work with ACHPR staff to collect activity-specific quantitative and qualitative data, maintain quality assurance of data collected, coordinate overall ACHPR quantitative and qualitative data collection;
- Lead the compilation, validation and analysis of data collected from Intervention and activities of ACHPR & AU member states, consolidate into reports and disseminate for knowledge management;
- Establish and promote programming quality and innovation, which will be achieved through developing and improving monitoring, evaluation, impact assessment and learning methodologies;
- Ensure that all activities in the ACHPR are continually monitored and that lessons are documented and communicated to inform on-going implementation and future programming;
- Guide the ACHPR Team in designing and implementing activities that are outcome and impact-focused and enhance accountability to stakeholders in line with International donors' policies and practices;
- Provide strategic support to the ACHPR for improved project management and implementation informed by Project Design documents, Annual work plan and M&E Result frameworks;
- Develop and update monitoring tools to track ACHPR and other project activities, develop and update M&E Plan consistent with the annual M&E framework, Log frame, in consultation with ACHPR staff;
- Update the progress and provide timely analysis to develop and update ACHPR overall strategic plan and framework, outcome and impact chain and intervention logics;
- Support ACHPR management team and staff in developing and implementing organization annual work plans, overall monitoring framework including capturing of learnings and achievements;
- Lead the development and coordinate ACHPR staff in preparing indicator protocol sheets (indicator description/profile) of project indicators mentioned in project documents;
- Lead the development of comprehensive baseline statistics for key project variables, coordinate setting of target and collect periodic data and information against the baseline to assess and report on the overall progress of these variable;
- Take lead in developing monitoring and evaluation tools and process and coordinate with Monitoring and Evaluation Unit of donors to obtain guidance and updates on policies and guidelines on M&E;
- Take lead in developing the next strategic plan of the ACHPR.

Knowledge Management, Accountability, Research and Learning

- Ensuring proper dissemination of information and knowledge management among relevant stakeholders through intranet and e-learning opportunities;
- Lead and strengthen MEAL Communities of Practice, discussion fora, learning events for cross team learning and sharing to improve quality of programming in Human and Peoples' Rights;
- Ensure learnings from reports, researches, studies, assessments, evaluations, program reviews is disseminated and incorporated in management, planning, decision and development of future project;
- Facilitate cross-organizational sharing of good practices between organizations, agencies, institutions local and international engaged in Human and Peoples' Rights works and interventions;

Major Duties and Responsibilities

- Maintain an up-to-date knowledge of both current, and newly emerging monitoring, evaluation and accountability methods related or specific to Human and Peoples' Rights;
- Support the development of Human and Peoples' Rights accountability feedback mechanisms and the analysis and documentation of feedback received from country programs for learning purposes;
- Lead organization and delivery of learning and reflection workshops and other programmatic learning processes and products (e.g. learning papers, evaluation summaries, discussions on online Communities of Practice);
- Enable ACHPR to develop its capacity to conduct and deliver high quality researches on Human and Peoples' Rights issues;
- Conceptualize and manage research/studies on Human and Peoples' Rights to support the development of strategic and innovative programs;
- Foster strategic links with academics/academic institutions for the purposes of undertaking research to improve knowledge management in ACHPR;

Program Performance, Results & Quality Assurance:

- Develop and implement an effective M & E mechanism for Results-based Management;
- Establish internal control system and Standard Operating Procedures that will transit ACHPR towards Results-based Management;
- Ensure quality control of results (from formulation, implementation and closure) that deliver results, build capacity of ACHPR to develop evidence-based programs informed by Theory of Change;
- Develop appropriate formats and monitoring tools for collecting data on all ACPR activities and from different sources producing data on Human and Peoples' Rights;
- Working in consultation and coordination with relevant ACHPR staff take lead role in developing effective database on ACHPR activities and Human and Peoples' Rights Issues;
- Facilitate review of progress on monthly and quarterly basis to ensure annual targets are achieved and participate in development of remedial actions and ensure disparities between planned and actual outputs are addressed;

Program Review, Monitor, Evaluation, Reporting, Communication

- Design and conduct a system for field visits, and data verifications in order to ensure that the quality of information that ACHPR and partners report is accurate, timely and relevant;
- Facilitate regular monitoring visits ACHPR activity area, closely working with regional HR monitoring NGOs and CSOs to conduct qualitative and quantitative assessment of the implementation status;
- Take lead in liaising with development partners in consultation and coordination with ACHPR team in resolving issues related to delivery of sustainable results;
- Take lead role to organize and facilitate ACHPR monthly performance review meetings to review monthly activity implementation and lead evaluation activities of ACHPR;
- Work closely with the media and communication officer/department of ACHPR to disseminate information on activities and results to increase public awareness of the mandate, functions of the ACHPR;
- Establish documentation and reporting culture within ACHPR, collect, compile, analyze data and information produced by ACHPR staff and other partners, consolidate and produce monthly, quarterly and annual reports for ACHPR take lead role in submission of quality, accurate and timely of reports to donors and partners;
- Take the lead in preparing appropriate institutional reports of the ACHPR.

Capacity Development of ACHPR

- Identify M&E capacity gap, challenges and needs of ACHPR and individual staff and develop capacity development plan to enhance their capacity in planning, monitoring and evaluation;

Major Duties and Responsibilities

- Through training and mentorship build individual and institutional capacity of ACHPR in planning research, monitoring and evaluation for delivery of results, accountability and reporting;
- Provide continuous coaching and technical support to ACHPR staff on program reviews, monitoring, and evaluation to strengthen institutional capacity and M&E system for delivery of sustainable results.

Provide any other support as may be assigned by a Supervisor from time to time.

Academic requirements and relevant work experience

- Candidates must hold a University Master's Degree in Monitoring and Evaluation, Statistics, Programmer Management or Project Management or other related fields of study from a recognized University. Must have at least 7 years of relevant working experience out of which 3 shall be at a supervisory level in MEL with proven experience in managing, developing and executing MEL strategies and systems, in an international or continental environment
- Applicants with University Bachelor's Degree in Monitoring and Evaluation, Statistics, Program Management or Project Management or other related fields of study from a recognized University would be considered provided they have 10 years of relevant working experience out of which 5 years at a supervisory level in MEL with proven experience in managing, developing and executing MEL strategies and systems in an international or continental environment.

Required Skills

- Proven experience setting up M&E system specifically for Development or Human and Peoples Right intervention;
- Proven experience training and building capacity
- Excellent experience in designing and implementing innovative MEL system;
- Good experience working with staff from multi-cultural background, partners and stakeholders;
- Proven experience in MEL frameworks, policies, procedures, and best practices
- Several years of experience in program coordination, project management, or relevant roles within the field of human rights or international development.
- Strong understanding of human rights principles, international human rights law, and mechanisms.
- Excellent organizational, planning, and coordination skills.
- Ability to work effectively in a multicultural environment and collaborate with diverse stakeholders.
- Strong communication, negotiation, and problem-solving abilities.
- Proficiency in project management tools, data analysis, and reporting.
- Exceptional presentation and writing skills;
- Dynamic, creative, organized and detailed-oriented;
- Strong interpersonal skills and the ability to be a team player;
- Ability to take initiative and deliver under minimum supervision;
- Sensitive to participatory and learning-oriented approaches
- 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, with the subject line: “Senior Fellow - Program Coordination” no later than **Tuesday, 23 January 2024 at 11:59 p.m. GMT.**

NB: Only shortlisted candidates will be contacted.