

## Institute for Human Rights and Development in Africa (IHRDA)

### Recruitment of an Executive Director

**Position:** Executive Director  
**Duty Station:** Banjul, The Gambia (with frequent regional and international travel)  
**Salary:** USD65,000 per annum and up, commensurate with experience. Tax free.  
**Benefits:** Medical | Travel | Pension | Other benefits competitive

The IHRDA is searching for highly motivated person with a proven record of strategic leadership, management and professional competence in human rights, international law, regional integration and related fields.

#### Who We Are

IHRDA is an award-winning, pan-African nonprofit organization promoting the effective use of human rights instruments to promote and protect human rights and development in Africa. Established in 1998 with diplomatic status in The Gambia, we have an unimpeachable track record in defending, educating, and disseminating information about human rights. IHRDA has recorded groundbreaking decisions before the African Commission on Human and Peoples' Rights (ACHPR), the African Court on Human and Peoples' Rights (AfCHPR), the African Committee of Experts on the Rights and Welfare of the Child (ACERWC), as well as sub-regional mechanisms, including the ECOWAS Court of Justice.

Learn more about us at [www.ihrda.org](http://www.ihrda.org)

#### Our Core Values

Integrity | Teamwork | Innovation | Dedication | Diligence

#### About the Role

The Executive Director will provide leadership and assume responsibility for the guiding vision, mission and strategic goals and objectives of the IHRDA, as well as formulation

and successful implementation of IHRDA's programme direction and organisational policies. S/he will be responsible for the overall planning, direction and administration of activities to advance the fulfilment of IHRDA's mission. His/her key responsibilities include being IHRDA's main spokesperson and fundraising officer.

### **Your Academic and Professional Experience:**

- An advanced degree in law, human rights, administration or related discipline with at least 15 years post-admission practice in human rights litigation at the national, regional or international level, encompassing a solid understanding of the African human rights system and of comparative or international human rights law;
- Proven experience in an executive director position or other managerial position, including work with multi-cultural and multi-lingual teams;
- Experience in strategy development;
- Proven experience and abilities in fundraising and maintenance of donor relations;
- Strong understanding of corporate financial management and finance-related standards, and proven ability to develop and implement financial strategies;
- Excellent knowledge of corporate governance principles, and best practice in management and administration;
- An analytical mindset with capacity to solve problems;
- Strong strategic thinking, organizational development and leadership skills;
- Strong communication and interpersonal skills, with fluency in English and another African Union language a plus.

### **HOW TO APPLY**

Please send (in English or French):

1. A current Curriculum Vitae;
2. A motivation letter;
3. A writing sample of between 5 to 20 pages; and
4. A list of three references with their information and contact details (position, relationship to you, email, and telephone number)

**The closing date for applications is Monday, 15<sup>th</sup> April at 11.59 p.m. GMT.**

Email your application and all relevant documents to [edrecruitment2024@ihrda.org](mailto:edrecruitment2024@ihrda.org) with the heading “Application – Executive Director”. This is a competitive recruitment process, so we strongly urge candidates with all or substantially all the qualifications to apply. However, due to the volume of applications, we will not be able to respond to individual requests or queries.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**