

Job Description –Senior Fellow – Communications Drafting & Special Mechanisms (Legal Officers) (2 positions)

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 Democracy 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, the call is hereby made for Senior Fellow Communications Drafting & Special Mechanisms (Legal Officer) – who will be attached to ACHPR for duration of 18 months.

Job Purpose

Senior Fellow – Communications Drafting & Special Mechanisms (Legal Officer)'s main job purpose is to coordinate, promote and provide technical backstopping for the activities of Special Mechanisms assigned, and to monitor and report to the Commission on the human rights situation relating to the assigned Special Mechanisms.

Major Duties and Responsibilities

Under the supervision and guidance of the Executive Secretary to the Commission, the Communications Drafting & Special Mechanisms (Legal Officer) shall perform the following duties and responsibilities:

- **Draft at least one (1) Merits Communications per month:** The Senior Fellow will be responsible for drafting Communications at least one (1) merits Communications per month, the incumbent

Major Duties and Responsibilities

undertakes the legal research required to underpin the requisite decisions and prepare summaries and decisions for consideration by the Commission.

- Legal Opinion: Prepare legal opinions to inform human rights policy formulation at the national, regional and continental levels;
- Handle other procedures of Communications such as (seizure, and admissibility) upon being assigned by the Supervisor;
- Provides support to the Special Rapporteurs and the Working Groups in discharging their responsibilities, and follow-up on recommendations
- Drafts urgent Appeals, Advisory notes, Guidelines, Information notes, Position/Conference/Meeting papers for the Commissioners
- Provides technical backstopping to Special Mechanisms through research and documentation
- Provides interface with, and logistical support for interaction with Member States, Regional Economic Communities, organs of the AU and other stakeholders
- Formulates principles and rules aimed at solving human rights issues arising in the thematic areas covered by the various Special Mechanisms
- Manages requests by member states for information and support
- Contributes to legal or policy analyses and publications
- Promotes the integration of legal work across the regional programs and particularly in the regional offices
- Develops and implements capacity building and training programs
- Contributes to standard-setting, through participating in meetings, drafting work and promoting international standards
- Participates in the organization of relevant meetings, congresses and conferences with stakeholders

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

Academic requirements and relevant work experience

- Must hold Master's 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.
 - Any other qualification in the area of human rights law or a membership of a professional body would also be an added advantage.

Required Skills

- Proven experience in drafting Communications and 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 and Special Mechanisms of the African Commission;
- Specific experience in supporting special mechanisms will be an added advantage;
- Previous experience in relation to Communications on human and peoples' rights before the ACHPR will be an added advantage;
- Knowledge of the African Union policies and procedures

Required Skills

- 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@ihгда.org, with the subject line: “Senior Fellow Communications Drafting & Special Mechanisms (Legal Officer)” no later than **Wednesday, 24 July 2024 at 11:59 p.m. GMT**.

NB: Only shortlisted candidates will be contacted.