



ARTICLE 19

JOB DESCRIPTION

Senior Programme Officer – Safety, Protection and Media

Responsible to:	Regional Director, Eastern Africa
Key Relationships:	Monitoring & Evaluation (M&E) focal points, Programme Officers
Contract:	1 year renewable
Working Hours:	Full time (37.5 hours per week)
Location:	Nairobi, Kenya

JOB SUMMARY

The purpose of the role is to undertake a variety of tasks within the Eastern Africa sub region in particular planning, administering, implementing, co-ordinating and reporting on the execution of programmes and projects on the right to information. Specific tasks will include ensuring timely project delivery, organising and attending advocacy roundtables and training workshops, liaison with donor, government, partners and consultants, thematic research, preparing and editing reports, and assisting in the preparation of project plans. The Senior Programme Officer will also contribute generally to the work of the ARTICLE 19 Kenya/Eastern Africa as an organisation.

RESPONSIBILITIES

- 1. Assist in Programme Development and Fundraising**
 - Contribute to the development of concept papers and proposals, work plans and timetables in coordination with the Fundraising and Compliance Officer;
 - Attending meetings with stakeholders (funding and implementing) to discuss and develop joint interventions;
 - Attending fundraising and negotiation meetings and;
 - Assist in identification of new funding opportunities and partners.
- 2. Implementation and Coordination of the delivery of Programmes and projects on safety and protection of journalists, bloggers and Human Rights Defenders including by:**
 - Development and execution of annual programme work plans
 - Assisting partners to develop and implement national/regional campaign and advocacy strategies;
 - Organising and facilitate capacity building workshops with partners;

- Monitoring abuses of freedom of expression within the region and developing appropriate advocacy responses
 - Supervising the work of Consultants, volunteers/interns related to these projects;
 - Editing and drafting workshop reports; and
 - Drafting reports to the donor (s).
- 3. Responsible for the overall financial and administrative management of the projects including by:**
- Devising and agreeing budgets, work plans and timetables in coordination with the Finance and Administration Officer;
 - Ensuring timely delivery of project outputs;
 - Maintaining financial records in liaison with the Finance and Administration Officer; and
 - Ensuring appropriate monitoring and review of programme project execution against the approved budgets.
- 4. Maintaining regular contact with other programme staff, donors, programme and project partners and consultants**
- Contributing to general Eastern Africa Programme work, including by:
 - Dealing with inquiries and providing information on the Programme;
 - Attending and assisting with meetings and other Programme activities;
 - Maintaining and developing Programme files and information systems.
 - Contributing to central ARTICLE 19 processes and policy development.
 - Contributing to ARTICLE 19's regular publications.
- 5. Undertaking such other reasonable tasks as may be assigned by the Regional Director, Eastern Africa.**

PERSON SPECIFICATION

ESSENTIAL

Experience

- At least 3 years experience in policy work, monitoring, advocacy and/or campaigning work in the human rights sector;
- At least 2 year experience of managing budgets and projects;
- Experience of working with partner organisations;
- Experience of working in a cross-cultural environment.

Education

- Masters Degree level or equivalent with post-graduate qualification in human rights, law, African studies, international relations, political science, media, communication, or other relevant field being an added advantage.

Knowledge

- Familiarity with human rights, freedom of expression and/or democratisation issues in Eastern Africa
- Familiarity with international and regional mechanisms for promoting and protecting human rights.
- Knowledge of politics and societies in Eastern Africa

Skills

- Able to operate on own initiative with demonstrable time-management skills;
- Excellent written and spoken English and Kiswahili;
- Analytical and strategic planning skills;
- Excellent project management and administration skills (including financial management and reporting);
- Excellent research and report writing skills
- Excellent writing and presentation and advocacy skills;
- Excellent communication skills and sensitivity in working with people from various cultural and social backgrounds;
- Excellent organisational and logistical skills;
- Excellent skills in word-processing and working with spreadsheets;
- Familiarity with the use of e-mail and internet;
- Ability to work under pressure, with little administrative support and to meet strict deadlines.

OTHER

- Commitment to ARTICLE 19's values and objectives;
- Commitment to equal opportunities;
- Ability to travel extensively.

DESIRABLE

- Knowledge of French
- Experience of working in an NGO environment;
- Experience with civil society capacity-building, including training;
- Experience in the media field;
- Research experience; and
- Experience of writing/editing publications.

How to apply: -

Interested candidates should send a covering letter highlighting how they meet the person specification and a CV to: adminkenya@article19.org

Closing date for receipt of applications: 14 December, 2016

Only shortlisted applicants will be contacted