



## **JOB DESCRIPTION**

### **PROGRAMME OFFICER - CIVIC SPACE**

<b>Responsible to:</b>	Senior Programme Officer – Civic Space & Digital Rights
<b>Key Relationships:</b>	Programme Officers, Consultants, Interns, Pupils
<b>Contract:</b>	1 year
<b>Working Hours:</b>	Full time – 37.5 hours a week
<b>Salary:</b>	Ksh 2,880,000 per year
<b>Location:</b>	Nairobi, Kenya

### **ABOUT US**

Established in 1987, ARTICLE 19 works for a world where all people everywhere can freely express themselves and actively engage in public life without fear or discrimination. Our mission is to promote and defend the universal human rights of freedom of expression and information around the world, through international advocacy, legal analysis, and regional and national projects. Our Vision is for all people everywhere to be able to freely express themselves and actively engage in public life without fear of discrimination.

Under our strategy we are working to define a new digital era for expression by bridging human rights and technology, and by seeking to protect, empower and connect silenced voices, by advancing law and policy to protect freedom of expression, and by demanding accountability. We believe freedom of expression concerns everyone: that is why ARTICLE 19 champions a world where all people everywhere can freely express themselves and engage in public life without fear or discrimination.

Our international office is based in London, and we have established regional offices based in the Americas, Asia, Europe, MENA and Africa.

### **ABOUT THE ROLE**

The Programme Officer – Civic Space will be responsible for ensuring that Article19 plays a crucial role in promoting an enabling legal, policy and actual environment for people's participation in shaping their societies in the Eastern African Region.

You will be responsible for the development of policy documents on freedom of expression and freedom of information related issues, the analysis of laws related to freedom of expression, and freedom of information, freedom of assembly, freedom of association, right to privacy, public participation and laws regulating and affecting civil society engagement vis a vis their conformity with the international and regional standards.

You will oversee research and monitoring of new developments and trends relevant to the above rights; lead national, regional and international advocacy; support national, regional and international litigation on these issues, represent the organization at conferences and meetings;



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and oversee the development and delivery of trainings on freedom of expression and freedom of information and other incidental rights standards to local and regional stakeholders.

### **KEY RESPONSIBILITIES**

- i. Developing and implementing all the projects within the civic space thematic area including but not limited to minority rights, peaceful protests and assembly. Preparation of the annual work plans and coordinating the same with the program officers and assistants working under civic space, including effective project planning, budget management and narrative and financial reporting and evaluation.
- ii. Overseeing and ensuring monitoring and research of legal and policy developments related to freedom of expression and freedom of information and civic space in the Eastern African region including the development of a library of regional laws and policies on freedom of expression and other relevant materials.
- iii. Overseeing analysis and critique of laws and legislative proposals in the Eastern Africa region from the perspective of international standards, supporting litigation, legal advice and support related and incidental to civic space.
- iv. Undertaking and ensuring national, regional and international advocacy on laws and policies affecting and incidental to civic space to the countries within the region.
- v. Overseeing the development and delivery of trainings for lawyers, media workers, civil society activists, human rights defenders, minority groups and other stakeholders in the region and enhancing their capacity to apply international standards in their work.
- vi. Take the lead in fundraising for the civic space activities in conjunction with the Fundraising and Compliance Officer.
- vii. Building working constituencies, regional networks and communities of practice related to Article 19s mandate.
- viii. Contributing to Article19's publications and web resources – both in Eastern Africa region and in general.
- ix. Working closely with other team members to develop as appropriate, projects that advance the goals and objectives of Article19 including providing input to budgets and reporting back to donors;

### **Other:**

- i. Undertake other duties commensurate with the role as may reasonably be assigned by the Regional Director.

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- ii. Ensure maintenance and development of Civic Space programme files, and contribute to the development of relevant information systems to improve institutional memory and learning.

### **PERSON SPECIFICATION**

#### ***ESSENTIAL***

##### **Education and Knowledge:**

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

##### **Experience:**

- At least 5 years' experience in policy work, monitoring, advocacy and/or campaigning work in the human rights sector;
- At least 3-year experience of managing budgets and projects;
- Experience of working with partner organisations;
- Experience of working in a cross-cultural environment.

##### **Skills and abilities:**

- 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;
- Familiarity with the use of e-mail and the internet;
- Ability to work under pressure, with little administrative support and to meet strict deadlines.
- Experience of working in an NGO environment;
- Experience with civil society capacity-building, including training;
- Experience in the human rights advocacy field;
- Research experience; and
- Experience of writing/editing publications

The logo for ARTICLE 19, featuring the text "ARTICLE 19" in white, bold, uppercase letters on a red, stylized banner background.

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**Other requirements:**

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

***DESIRABLE***

- i. Knowledge of French
- ii. Experience of working in an NGO environment;
- iii. Experience with civil society capacity-building, including training;
- iv. Experience of writing/editing publications.

If this opportunity is for you, please send a copy of your CV and a covering letter outlining how your knowledge, skills, and experience match the job specification to the following email address: [kenyahumanresources@article19.org](mailto:kenyahumanresources@article19.org)

**Closing date: Wednesday, 21<sup>st</sup> February 2024**

**Interview date: to be confirmed**