



ARTICLE 19

JOB DESCRIPTION

PROGRAMME ASSISTANT - DIGITAL RIGHTS

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| Responsible to: | Programme Officer – Civic Space & Digital Rights |
| Key Relationships: | Programme Officers, Consultants, Interns, Pupils |
| Contract: | 1 year |
| Working Hours: | Full time – 37.5 hours a week |
| Location: | 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 Assistant – Digital Rights supports the Programme Officer – Civic Space & Digital Rights in implementing and coordinating digitally-oriented projects at ARTICLE19.

KEY RESPONSIBILITIES

- i. Assist in organizing meetings, training programs, and other activities and events
- ii. Assist in maintaining partnerships with a range of individuals and organizations working in the Digital Rights space
- iii. Assist in preparing narrative and financial reports
- iv. Assist in monitoring timelines and deliverables
- v. Assist with research, including collating resource materials and references
- vi. Assist in monitoring and promoting the initiatives of partners, collaborators, and networks
- vii. Assist in monitoring and sharing digital rights issues relevant to ARTICLE19's work
- viii. Collect, compile, and file materials
- ix. Assist in preparing documentation for grants
- x. Manage the Program Officer's calendar
- xi. Type letters and reports as may be required from time to time
- xii. Proof read and make copies of documents

Other:

- i. Undertake other duties commensurate with the role as may reasonably be assigned by the Programme Officer – Civic Space & Digital Rights

ARTICLE 19**PERSON SPECIFICATION*****ESSENTIAL*****Experience:**

- 2-3 years' experience in a non-profit or advocacy position, preferably in the digital rights space
- Experience of working in a cross-cultural environment.

Education:

- Bachelors' Degree level in human rights, law, African studies, international relations, political science, media, communication, or other relevant field being an added advantage.

Skills and abilities:

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

Other requirements:

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

DESIRABLE

- i. Willingness to learn and build expertise;
- ii. Good knowledge of media and technology, human rights and freedom of expression;
- iii. Experience of writing/editing publications.

How to apply: If you are interested in the position and have the skills and talents we are looking for, we would like to hear from you. Please make your application before close of business **12th November 2024**.

Send your application to david.kimani@article19.org

Only successful candidates will be contacted.