



## **Job Description: *Documentation Manager***

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**Job title:** Documentation Manager

**Employer:** Lawyers for Justice in Libya

**Job location:** Tunis, preferred, or with frequent travel to Tunis

**Duration:** Full time; twelve months (renewable, subject to availability of funding)

**Salary range:** £35,000 - £45,000 depending on experience

### **OVERVIEW**

Lawyers for Justice in Libya (LFJL) is a dynamic, progressive organisation with offices in Tripoli and London. The focus of our work is pursuing accountability for human rights violations and serious international crimes and promoting rule of law and justice in Libya. We employ a victim-centred approach, placing the Libyan people at the heart of what we do.

We are seeking an experienced, hard-working individual who can lead our documentation efforts. This work is crucial to the realisation of truth, justice, institutional reform and reparations in Libya. The common thread that runs through this work is strengthening and supporting lawyers and activists working on accountability in Libya and putting in place systems to support them.

The Documentation Manager will report to LFJL's Head of Law and work closely with LFJL's Head of Advocacy and Outreach and Head of Research and Capacity Building as well as lead the interaction with its network of Libyan lawyers and organisations.

### **RESPONSIBILITIES**

The Documentation Manager will be responsible for the following duties:

- Oversee, mentor, and develop the capacity of members of LFJL's network of documenters, field monitors and researchers in carrying out documentation and evidence analysis according to international standards, including with a view to holding perpetrators of human rights violations and of serious international crimes accountable;

- Support and guide LFJL's network to plan and carry out comprehensive and thorough investigations of human rights violations and of serious international crimes such as genocide, crimes against humanity and war crimes, torture and enforced disappearance committed in Libya, including sexual and gender-based violence crimes;
- Maintain and progress the archiving of documentation efforts, including through LFJL's Human Rights Archive, with a view to developing a database of information on and evidence of human rights violations and serious international crimes to be used for monitoring, advocacy and the pursuit of justice.
- Lead the analysis of multi-source information regarding the above-mentioned crimes, and information on structure, methods, and activities of alleged perpetrators;
- Prepare comprehensive analytical and investigative reports and associated products including for the purpose of case building at the national, extra-territorial, regional and international levels;
- Prepare, in coordination with the relevant Heads of programmes, training programmes for the documentation and litigation of human rights violations and of serious international crimes, as well as internal policies, practices, and guidelines relating to the development of analytical and investigative products;
- Participate in briefings and conferences with other members of LFJL, as well as actors external to LFJL including governmental officials, civil society actors, members of UN entities and other international and regional organizations relevant to the collection and analysis of information and evidence;
- Cooperate with LFJL's Heads of programmes on LFJL's own documentation efforts, strategic accountability initiatives, archiving and advocacy;
- Support delivery of relevant capacity building training, research or fundraising;
- Train and supervise new or junior staff;
- Coordinate administrative functions relating to the staffing, planning and budget of activities for which he/she has oversight;
- Ensure the integration of gender-sensitive victim perspectives in all areas of work; and
- Perform other related duties as required.

## COMPETENCIES

**Professionalism:** In-depth knowledge of relevant principles under international criminal and human rights law for the collection, documentation and preservation of evidence, in both theory and practice; knowledge of the socio-political context in Libya; excellent writing and reporting skills; excellent organisational and communication skills; a track record of successful capacity building and of project

management; conscientious and efficient in meeting commitments, observes deadlines and achieves results; shows persistence when faced with difficult problems or challenges; takes responsibility for incorporating gender perspectives and a general diversity approach to all projects and areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; values and has experience of working with civil society organisations, particularly those working in unstable environments.

**Planning and organising:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing tasks; foresees risks and allows for contingencies when planning; monitors and adjusts plans as and when necessary; able clearly to communicate goals and timelines to colleagues and partners, including those in Libya.

## **EDUCATION**

Advanced university degree (master's degree or equivalent) in law, political science, international relations or a related field. A first-level university degree in combination with two additional years of relevant work experience can be accepted in lieu of the advanced university degree. Qualification in investigative skills or research, such as from the Institute for International Criminal Investigations, highly desirable.

## **PROFESSIONAL EXPERIENCE**

A minimum of five years of progressively responsible experience in human rights, international criminal law or a related field is required. Experience with international criminal investigations, and handling of complex legal and evidence issues in the area of human rights and international criminal law and related to transitional justice in a volatile environment, is required. Experience in documentation and litigation for accountability of human rights violations and serious international crimes at national, extra-territorial, regional and international levels highly desirable.

## **LANGUAGE**

Fluency in English and Arabic (both oral and written) is required.

## **HOW TO APPLY**

Please email a copy of your CV, a brief cover letter specifying your interest and availability and an unedited writing sample to [jobs@libyanjustice.org](mailto:jobs@libyanjustice.org) **by 31 October 2020**. Please also include names and contact details of two referees, one professional and one academic.