



Job Description: Senior Programmes Officer (Maternity Cover)

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Employer: Lawyers for Justice in Libya

Job location: London, UK

Duration: Maternity cover up to 12 months; full time

Start date: as soon as possible

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic, positive and hard-working Senior Programmes Officer to provide programmatic, logistical and administrative support to strengthen our team as we grow.

Overview:

Lawyers for Justice in Libya (LFJL) is a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, underpinned by our own independent research.

We are currently seeking a hard-working individual to work as a full-time Senior Programmes Officer (maternity cover). The Senior Programmes Officer will work with across LFJL's three programmes with a focus on research and accountability, as well as provide support to other organisational activities and events. The Law Programme promotes the realisation of truth, justice, reparations and institutional reform in Libya. The Research and Capacity Building Programme conducts investigative research into gross human rights violations in Libya, with the aim of pursuing accountability, and strengthens and supports Libyan civil society, lawyers and activists working on accountability efforts in Libya. The Advocacy and Outreach Programme aims to ensure that key human rights concerns are prioritised during the decision-making processes of domestic, regional and international mechanisms through strategic advocacy activities aimed at improving human rights in Libya. This Programme also seeks to strengthen the representation of Libyan civil society at regional and international forums.

The Senior Programmes Officer will work closely with LFJL's Head of Research and Capacity Building while providing support to the other programmes at LFJL.

Responsibilities:

- Research and monitor the human rights situation in Libya by collecting and analysing information from a wide variety of sources, including victims, witnesses, lawyers, Human Rights Defenders as well as open source online research.
- Research, draft and circulate reports, briefing papers, letters, press releases and other documents as the need arises.
- Conduct time-sensitive research to assist LFJL's programme heads with briefings for meetings and events with international bodies and other key stakeholders, including state officials.
- Assist LFJL's programme heads with the development and implementation of programme activities and advocacy strategies, including liaising with local partner organisations and other stakeholders.
- Support the planning and organisation of, and participate in, events and workshops, such as by assisting with logistics and compiling relevant materials.
- Develop materials for, and assist with, side events, capacity-building workshops, advocacy campaigns and other related activities.
- Assist LFJL's programme heads to develop new projects.
- Assist LFJL's programme heads with programme budgeting and reporting to donors.
- Research and draft fundraising proposals for new programme activities.
- Where applicable, assist with translation.
- Carry out any other duties as required.

Qualifications and Skills:

Education:

Advanced university degree (master's degree or equivalent) in Law, International Relations, Politics or a related subject is required.

Experience:

Upwards of four years of legal and investigative research experience focused on international humanitarian, criminal or human rights law is required.

Desired Skills and Knowledge:

- Knowledge of international human rights and familiarity with the workings of regional and international human rights mechanisms, including the United Nations and African Union human rights systems.
- Excellent research, analytical and drafting abilities. Ability to conduct legal research and analysis is preferred.

- Ability to produce high-quality written material under tight deadlines is required.
- Understanding of the Libyan context and of human rights issues in Libya at domestic, regional and international levels is an asset.
- Strong communication and interpersonal skills to work collaboratively with partners and colleagues are essential.
- Proven ability to multi-task and meet deadlines effectively, including excellent planning and organisational skills and the ability to work under pressure.
- Experience coordinating and providing logistical support to events and workshops.
- Flexible, patient and adaptive to changing circumstances and requirements.
- Takes initiative, meets commitments, and accepts responsibility for actions and for work.
- Demonstrated ability and willingness to work as a team member, with people of different cultural and religious backgrounds, and diverse political views.
- This position may require some travel.

Languages:

Excellent oral and written communication skills in English are required; fluency in Arabic (both oral and written) is required, please comment on your level as part of your application and be prepared to complete some or all of your interview and written assessment exercise in Arabic.

Remuneration:

Remuneration for the Senior Programmes Officer position is £28-34,000 pa, depending on experience.

How to apply:

Please email a copy of your CV, a brief cover letter, and an example of your unedited written work to jobs@libyanjustice.org by **midnight 5 February 2021** although you are encouraged to apply early as we will recruit on a rolling basis.

Eligibility Requirement: The chosen candidate will need to have a right to work in the UK before commencement of the role and may be asked for the relevant documents when they are invited to interview or when a formal offer is made.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview. Please *do not* call to follow up on your application.