



## Job Description: Programmes Officer

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**Job title:** Programmes Officer

**Employer:** Lawyers for Justice in Libya

**Job location:** Flexible

**Duration:** Full time, 12 months fixed term

**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 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 Programmes Officer. The Programmes Officer will work 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 overall goal towards 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 Programmes Officer will work closely with LFJL's Head of Research and Capacity Building while providing support to the other programs in 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 Programme Heads with briefings for meetings and events with international bodies and other key stakeholders, including state officials.
- Assist 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 Programme Heads to develop new projects.
- Assist 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:**

University degree in Law, International Relations, Politics or a related subject is required.

**Experience:**

Upwards of two years of relevant 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 Programmes Officer position is £25,750 pa.

### **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](mailto:jobs@libyanjustice.org) by **midnight 31 May 2021** although you are encouraged to apply early as we will recruit on a rolling basis.

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.