

Job description: Programmes Officer / Caseworker

Job Location: London, UK or remote

Start date: As soon as possible

Duration: Permanent, full-time

Salary: £27,500 pa.

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/Caseworker to join our team. Working across all programmes, this is a great opportunity for an entry-level position where you will learn a lot and grow your experience.

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/Caseworker. The position will work across our Research and Capacity Building, Advocacy and Outreach and Law programmes, as well as provide support to other organisational activities and events. The Programmes Officer/Caseworker will lead on managing, maintaining and updating LFJL's casefile database, draft outputs, submissions, briefing papers and other legal documents analysing the patterns of violations and abuses committed across Libya.

Background: The primary role of our Advocacy and Outreach Programme is to translate and deliver LFJL's key policy priorities and recommendations at the domestic, regional and international levels, ensuring that human rights concerns are prioritised during decision-making processes. This programme also seeks to strengthen the representation of Libyan civil society at regional and international forums.

LFJL's Research and Capacity Building works to fill the knowledge deficit on Libya by producing in-depth, innovative research on key issues of human rights in Libya. As with all our work, our research is produced jointly with Libyan civil society partners, both in-country and in the diaspora. Through our e-learning platform Adala Academy, in-person workshops, and mentoring, this programme also provides bespoke and tailored capacity building for lawyers, human rights defenders and activists.

The Law Programme oversees our strategic litigation, legal accountability and transitional justice work. Working through domestic mechanisms where possible, as well as international accountability mechanisms, including through universal jurisdiction, this programme applies a victim-centred approach in seeking justice and accountability for human rights violations and international crimes.

The Programmes Officer/Caseworker will be managed by the Head of Research and Capacity Building Programme and will work closely LFJL's Heads of Programmes, Senior Programmes Advisor, Senior Investigator and other Programmes Officers.

Responsibilities:

- Manage and maintain LFJL's case file database and lead on drafting submissions to different international and regional investigative mechanisms analysing the patterns of violations committed in Libya.
- Research and monitor the human rights situation in Libya by collecting and analysing information from a wide variety of sources, including open-source media.
- Research, draft and circulate reports, briefing papers, letters, press releases and other documents as the need arises.
- Conduct time-sensitive research to assist the Heads of Programmes with briefings for meetings and events with international bodies and other key stakeholders, including state officials.
- Assist Heads of Programmes with the development and implementation of programme activities and 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 Heads of Programmes to develop new projects.
- Assist Heads of Programmes with programme budgeting and reporting to donors.
- Assist in researching and drafting fundraising proposals for new programme activities.
- Where applicable, assist with translation.
- Carry out any other duties as required.

This position may require some travel.

Qualifications and skills:

Education and experience

- Advanced university degree (master's degree or equivalent) in Law, International Relations, Politics or a related subject is required.
- Minimum of one year of relevant professional experience is required. Previous legal experience focused on international humanitarian, criminal or human rights law is highly desirable.

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. Knowledge of the women, peace and security legal framework an advantage.
- 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.

Languages

- Excellent oral and written communication skills in English are required.
- Fluency in Arabic (both oral and written) is highly desirable and a distinct advantage.

Remuneration:

£27,500 per annum.

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 23:59 (GMT) on **1 March 2023**. Please also include names and contact details of two referees who can speak to your experience in a similar role. You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

This position can be remote if operating from a time zone which is GMT±3. The successful candidate will be expected to attend key in-person meetings as well as other relevant events and meetings, to fulfil the duties of the position.

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.