



## Vacancy: Program Coordinator

### Background

The East and Horn of Africa Human Rights Defenders Project (EHAHRDP) is the secretariat to a network that comprises of 65 member organisations drawn from ten sub regional countries. The project works to strengthen the work of human rights defenders (HRDs) in the East and Horn of Africa sub-region by reducing their vulnerability to the risk of persecution and by enhancing their capacity to effectively defend human rights. The Project envisions a region in which the human rights of every citizen as stipulated in the Universal Declaration of Human Rights (UDHR) are respected and upheld. EHAHRDP implements activities in the areas of protection, advocacy and capacity building.

### Key responsibilities;

The Program Coordinator will report to the EHAHRDP Executive Director and the responsibilities will include;

- **Supervision;** responsible for the overall design, implementation, monitoring and evaluation of all programmes undertaken by the East and Horn of Africa Human Rights Defenders Project (EHAHRDP) at its office in Kampala, Uganda;
- In conjunction with the relevant program staff, design and implement appropriate strategies and policies that promote EHAHRDP's activities;
- **Monitoring;** develop program management schedules, activity analysis plan, success score cards and benchmarks, performance indicators and monitoring and evaluation criteria against program goals for program staff, volunteers and interns;
- **Reporting;** prepare program narrative and financial reports, briefing and position papers for management, counterparts, partners and donors, as well as recommend reviews and proposals to ensure that program activities address actual needs;
- **Coordination and Networking;** develop and maintain productive working relationships with management, donors, partners, beneficiaries and other stakeholders;

- Ensure all agreements with Partners and service providers be prepared, negotiated and agreed upon;
- **Promote** the overall Project Strategies, objectives and activities with stakeholders and partners;
- Support the strategic development of the Project through identification of opportunities and risks, and contribute to the refinement and reformulation of planned project outputs and activities, where necessary;

The desired qualities are;

- Advanced University Degree (Human Rights, Social Sciences, Law, Development Studies, and International Relations) and extensive experience in Human Rights Work;
- Advanced Information Technology Skills;
- Ability to prepare reports and conduct presentations on key issues by formulating positions, articulating options concisely, and making and defending recommendations;
- Experience in a multi-cultural and/or international work environment;
- Stress resilient and able to multi task;
- Commitment to gender equality as well as to cultural, ethnic, religious etc equality;
- Analytical skills as well as creative and interactive skills;
- Communication: Proven ability to write and speak concisely and clearly and communicate effectively;
- Team spirit: Excellent interpersonal skills and ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Active listening skills;
- Ability to establish priorities and to plan, coordinate, implement and review work processes and plans;
- Ability to establish and maintain productive relationship with co-workers and/or others stakeholders. Team worker.

**Languages:** Fluency in spoken and written English. French is positively valued.

**Enquiries** about the position and **Applications** which should include a letter of motivation and a C.V. with details of education background, human rights activities and three references should be sent to; [program@defenddefenders.org](mailto:program@defenddefenders.org) by the 31<sup>st</sup> January 2010. Successful applicants will be contacted by 22<sup>nd</sup> February 2010.

Further information about the activities of East and Horn of Africa Human Rights Defenders Project can be obtained from the website; [www.defenddefenders.org](http://www.defenddefenders.org).