



Job description: Advocacy Programme Coordinator

Position: Advocacy Programme Coordinator

Job Location: London, UK (with travel outside UK)

Start date: March 2018

Duration: Full-time; permanent

Background: Lawyers for Justice in Libya (LFJL) is an independent non-governmental organisation and charity, incorporated for the public benefit in order to defend and promote human rights in Libya. Through holistic programmes, which focus on transitional justice, legal reform, human rights education, strategic litigation and advocacy, LFJL seeks to become a catalyst, during the transitional period and beyond, for the establishment of a state based on the respect for human rights, the rule of law and democracy.

LFJL is recruiting an Advocacy Programme Coordinator to lead its Advocacy Programme (the **Programme**). The Programme aims to ensure that core human rights concerns are a priority consideration during the decision making processes of domestic, regional and international mechanisms through strategic advocacy activities aimed at improving human rights in Libya. The Programme also seeks to hold the Libyan state accountable for the full and effective implementation of its human rights obligations and commitments at the national and international level. Without such engagement, there is a risk that temporary political solutions to systemic problems undermine human rights and hinder progress towards accountability for violations.

The Programme works in close collaboration with its partners from the Coalition of Libyan Human Rights Organisations (the **Coalition**), a group of eight civil society organisations addressing a variety of human rights issues in Libya, of which LFJL is a founder and a member. By working with the Coalition, the Programme seeks to strengthen the representation of Libyan civil society and its weight at regional and international forums. .

LFJL currently advocates in key country capitals around the world and before the United Nations, the African Commission on Human and Peoples' Rights (**ACHPR**) and the Assembly of States Parties to the Rome Statute (**ASP**). As such, the Programme seeks to ensure that LFJL and the Coalition's positions, concerns and recommendations are effectively communicated to key domestic, regional and international actors and are reflected in their actions and decisions.

The Advocacy Programme Coordinator performs advocacy, outreach, training and research tasks and oversees the implementation of Programme activities to ensure objectives are met. As the Advocacy

Programme Coordinator, you will work in a small team within LFJL's London office, with regular communication with LFJL's Libya office. You will report to the Director and Director of Programmes.

Tasks and responsibilities include, but are not limited to:

- setting out advocacy objectives on the national, regional and international levels and establishing coherent strategies, plans and activities to achieve them;
- monitoring human rights and institutional developments at the Human Rights Council, the Office of the High Commissioner for Human Rights, UN Treaty Bodies, the ACHPR and other relevant institutions and mechanisms at the international and regional level;
- informing and advocating government delegations including to the UN, African Union, European Union, ASP, governmental ministries, officials of intergovernmental bodies, international, regional and local NGOs on important human rights priorities for Libya;
- providing timely analysis on international human rights policy and developments on Libya;
- maintaining and establishing relationships with national, regional and international partner organisations;
- drafting and supervising the production of thematic reports, position papers, policy briefs, press releases, submissions to regional and international bodies and other written material to support LFJL's advocacy goals;
- providing training, support and assistance to partner organisations in Libya in their work in relation to human rights advocacy;
- representing LFJL in national, regional and international high-level meetings and sessions as needed;
- ensure that the Programme's donor financial and narrative reporting obligations are met;
- managing the Programme budget;
- fundraising for the Programme;
- maintaining the overall organisation of Programme activities and updating the Director of Programmes with regards to the Programme's progress; and
- Working closely with the Advocacy Programme Researcher, the Coalition Coordinator based in LFJL's Libya Office and other programme coordinators and recruit and manage a team of interns that will assist the Programme.

Desired qualifications and skills:

Education

- Postgraduate degree in Law, International Relations, or related subject (an academic background in human rights is an asset).

Experience

- A minimum of three years of relevant work experience is required. This may include previous work experience at civil society organisations, governmental or intergovernmental institutions. Previous experience in advocacy is a strong asset.

Skills and Knowledge

- Good knowledge of international law, including human rights, humanitarian law and criminal law.

- Strong knowledge of international and regional human rights mechanisms, including the United Nations and the African human rights system, and of the international criminal justice system.
- Good knowledge of the workings of regional organisations such as the European Union and the League of Arab States is an asset.
- Ability to formulate and carry out successful human rights advocacy campaigns.
- Ability to draft and edit high quality written material accurately, concisely and appropriately for a particular audience.
- Excellent analytical skills and a good understanding of the political and social context in Libya.
- Willingness to use initiative, work independently and think creatively.
- Ability to multi-task effectively, including having excellent planning and organisational skills and the ability to work under pressure.
- Willingness and ability to travel regularly.
- Strong public speaking and presentation skills.
- Ability to engage with various stakeholders inside and outside Libya.

Languages

- Excellent written and oral communication in English is essential.
- Fluency in Arabic is required, please comment on your level as part of your application.

Remuneration:

Salary is in line with that offered by other NGOs of a similar size in London.

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 by 23 March 2018. Please also include names and contact details of two referees, one professional and one academic.

Please note, all applicants must have the right to work in the UK. LFJL is unable to sponsor candidates.