

# Job Description



<b>Job Title:</b>	<b>Advocacy and Campaigns Project Fellow – Africa</b>		
<b>Cluster:</b>	Advocacy and Campaigns		
<b>Salary:</b>	\$ 19,200 per annum	<b>Contract Type:</b>	One year
<b>Location:</b>	Johannesburg		
<b>Reports to:</b>	Advocacy and Campaign Officer		
<b>Direct Reports:</b>			
<b>Job Role</b>			
(The Job Role explains what would be required of the role; with a summary of the role (role overview) and then the key responsibilities with relevant activities expected for each)			
<b>Role Overview:</b> (Please write a single paragraph that gives three to five details applicants will find most exciting about the job.)	The Project Fellow will support various aspects of Advocacy and Campaigns (ADC) team in Sub-Saharan Africa, whose objective is to empower partners to promote human rights and defend civic freedoms and democratic values in this region. The Project Fellow will additionally assist with activities such as stakeholder mapping and outreach, identifying and engaging cluster partners in Sub-Saharan Africa, collating and summarising learnings from the cluster projects and workstream management within the region.		
<b>Areas of Responsibilities</b> (Please list the key responsibilities for this role in about 6 key performance areas)	<b>Key Activities</b> (Please list all the key activities under each responsibility in no more than 5 bullet points. Ensuring that they are specific to the key performance area)		
	<ul style="list-style-type: none"> <li>• Support advocacy and campaign cluster’s work in Sub-Saharan Africa</li> <li>• Support various aspects of programmatic, research, and administrative functions of Advocacy and Campaigns team promoting human rights and defending civic space in Sub-Saharan Africa.</li> <li>• Under the guidance of the Advocacy and Campaigns Officer, additionally the fellow will assist with activities such as stakeholder mapping and outreach, identifying and engaging project partners, research into civil society organisations’ constituent-driven accountability and resilience.</li> <li>• Collating and summarising learnings from the initiative, and workstream management within in Sub-Saharan Africa.</li> <li>• In collaboration with other ADC cluster members, the Project Fellow will provide assistance to the cluster monitoring human rights and civic space trends in Sub-Saharan Africa and report such trends regularly</li> <li>• Conduct interviews with project partners in conducting project follow-ups and M&amp;E processes.</li> <li>• Other tasks related to the furtherance of CIVICUS ADC work.</li> </ul>		
<b>Person Specification</b>			
(Please outline the key qualifications, languages required for the role followed by about 10 essential criteria and 2-3 desirable criteria – these need to be measurable and are usually used to do the initial longlist/shortlist for the role)			
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in a related field of study, including international relations, sustainable development, human rights, public policy, and/or others, with relevant work experience in Sub-Saharan Africa.</li> <li>• Fluent in English.</li> </ul>		

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<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Familiar with civil society, development, human rights issues and civic space in Sub-Saharan Africa.</li><li>• Good understanding of political and civil society dynamics in Sub-Saharan Africa.</li><li>• Experience in research, activity planning, and management in Sub-Saharan Africa.</li><li>• Strong interest in working with non-profit organisations, charitable networks, and/or public service institutions in Sub-Saharan Africa.</li><li>• Computer literacy, including collaborative applications such as Sharepoint, Google Docs etc</li><li>• Interpersonal and networking skills, especially working with multi-country, multi-time zoned teams, particularly in Sub-Saharan Africa.</li></ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Preference for candidates with practical hands-on experience and/or understanding of working with civil society organisations or human rights defenders, preferable in the Sub-Saharan Africa region.</li><li>• Knowledge of French/Portuguese is a plus</li><li>• Good communication skills</li><li>• Good interpersonal skills</li><li>• Solid advocacy skills</li><li>• Ability to meet deadlines</li></ul>