

Job Description



Job Title:	Civic Space Research Officer – West, Central and lusophone Africa		
Cluster:	Civic Space Research		
Salary:	36,061 USD (excluding benefits)	Contract Type:	Permanent subject to successful completion of probation and funding
Location:	Remote based, with a preference for CIVICUS headquarters, Johannesburg, South Africa		
Reports to:	Civic Space Research Lead		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The Civic Space Researcher role is responsible for contributing to CIVICUS’ civic space research priorities including the functioning of the CIVICUS Monitor, a leading global participatory research platform, for Central, West and lusophone Africa. Responsibilities include developing curated research and daily high-quality content the CIVICUS Monitor and supporting the strengthening of the Monitor’s global research collaborations. In addition, the role advances CIVICUS’ civic space research agenda through the publication of high quality periodic research papers, in-depth analysis of global trends and regular and continued tracking of civic space conditions including violations, abuses and positive developments.</p>		
Areas of Responsibilities	Key Activities		
Research	<ul style="list-style-type: none"> • Coordinate the publication of daily updates on the CIVICUS Monitor site and manage partner relations in assigned region (Central and West Africa, lusophone Africa); • Provide editing and feedback for content submitted to the CIVICUS Monitor by research partners, and if required create content. • Contribute to the identification, planning and implementation of research papers, policy briefs and any other internal or external documents on civic space, including submissions to the UN Universal Periodic Review mechanism. • Maintain a comprehensive overview of trends and developments on civic space, particularly in the assigned region (Central and West Africa, lusophone Africa) • Other tasks related to the furtherance of CIVICUS research on civic space, as assigned. 		
Communication and advocacy	<ul style="list-style-type: none"> • As required, speak about CIVICUS research to external audiences during online or in-person meetings or conferences. • Coordinate with the CIVICUS Communications teams to ensure maximum visibility for posts on the CIVICUS Monitor. 		

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	<ul style="list-style-type: none"> • Coordinate with the CIVICUS advocacy team to ensure a clear connection between Monitor content and CIVICUS advocacy efforts and support the implementation of advocacy strategies, when applicable • Promote the Monitor through social media and other channels as appropriate.
<p>Partners relations support</p>	<ul style="list-style-type: none"> • Advise Monitor research partners on key priorities for inclusion on the CIVICUS Monitor site. • Oversee the management of updates by research partners, as assigned. • Support the organisation of regular online meetings of research partners, and the bi-annual research partners workshop.
<p>Other</p>	<ul style="list-style-type: none"> • The role holder can from time to time be required to carry out associated duties within the scope of the job. • All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS.
<p>Person Specification</p>	
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • A Master's degree in following domains will be taken into account, although not strictly mandatory for this position: <ul style="list-style-type: none"> - Political science - Law - Sociology - International relations - Journalism - Development - • Excellent verbal and written communication skills in English. • Competence with a wide range of languages – these can be either UN or non-UN languages – is considered a strong asset, competence in French is required and mandatory, competence in Portuguese desirable.
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> • Candidates should typically have a minimum of three years professional experience working directly with civil society organisations and/or human rights defenders. • Good understanding of global civil society, human rights and development issues and civic space trends, particularly in West, Central and lusophone Africa. • An understanding of international human rights frameworks related to fundamental freedoms of association, peaceful assembly and expression. • Basic computer literacy, with any web-based publication experience an advantage. • Previous experience of drafting documents for publication, preferable in English • Strong interpersonal skills and ability to work as part of a diverse team.

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	<ul style="list-style-type: none">• Well-organised, with the ability to work independently.• Ability to analyse complex sets of information and reveal trends.• A commitment to improving respect for human rights.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Preference for candidates with practical hands-on experience and/or understanding of working with civil society organisations or human rights defenders on the ground and previous experience of working on research or advocacy projects related to human rights, social justice or democracy.• A good communicator – someone with a passion for advancing the cause of civil society and human rights.