



ASSOCIATE PROGRAM DIRECTOR

- Job Type :[Full Time](#)
- Qualification: [BA/BSc/HND/OND](#), [MBA/MSc/MA](#)
- Experience: 3-5 years (working experience)
- Location: [Abuja & Remotely.](#)
- Job Field: [NGO/Non-Profit](#)

Job Profile

DIHHR is seeking to recruit a committed Associate Program Director, who, under the management of the Executive Program Coordinator, he/she will assume primary responsibility for planning, developing, and implementing DIHHR's vision, mission and strategic plan for DIHHR all over the country and act as a focal point for the organization for the work of DIHHR. The work will focus on the human rights and other health related programs under DIHHR. The person will also be in charge of developing the office of DIHHR, and to increase the organization's presence, networks, and support to partners. S/he will be in charge of the management of staff in the local offices.

Required Experience, Skills & Qualifications

- Advanced university degree (Master's degree or equivalent) in law, or in related fields (political science, international relations, social sciences, etc.) with strong experience conducting human rights legal analysis. A first-level BA/Bsc/HND/OND degree in combination with 3-5 years additional years of qualifying work experience may be accepted in lieu of the advanced university degree. A very good understanding of human rights law, acquired through studies or professional practice is required.
- A minimum of 3-5 years of progressively responsible experience in human rights work, including substantive experience working on economic, social and cultural rights, and work for civil society organizations in Africa. Experience with another international organization is highly desirable. Experience working on the rights to education or health will be an asset.
- Experience conducting human rights advocacy and research and monitoring projects on human rights.



- Experience engaging with African and West African human rights and multilateral institutions, and a strong network with civil society organizations working on economic, social and cultural rights in the region, will be a strong asset.
- Fluency in English, oral and written, is required. The work for this position will be conducted equally in both languages additional languages will be an asset. Language skills will be tested during the recruitment process.
- Understanding of project management, including basic accounting and reporting procedures, and managing relationships with donors.
- Experience working with staff from diverse backgrounds and located in various time zones and working remotely will be an asset.

Person Specification

- Passion for social justice and in particular the defense and promotion of public services to realize human rights.
- Ability to work alone and remotely, and to be self-motivated, without an in-person team or 3 work and with a large amount of desk-based work.
- Rigorous planner and attention to details when producing documents.
- Ability to work well under pressure and to manage multiple priorities while working effectively towards deadlines.
- Strong interpersonal skills in order to work collaboratively within SIHR, ASTRAEA, ISDAO, ITF & other internal & external partners/funders
- Very strong political judgment, ability to identify opportunities and to make assertive and sound decisions consistent with functions.
- Ability to travel of at least 25% of the time.

Main Duties & Responsibilities

- Leads the implementation of DIHHR projects on human rights and public services in West Africa, including planning and reporting to donors, and contributes to the development of new projects, under the management of the head of the program on public services and human rights.
- Coordinates DIHHR advocacy efforts with the other organizations and West African institutions and in particular the African and ECOWAS human rights systems.



- Prepares advocacy reports, statements and other relevant materials related to the region in coordination with other DIHHR staff.
- Coordinates the relationship with partners in DIHHR, and develops, cultivates, and supports a strong network of like-minded organizations in the region.
- Provides capacity-building and technical support, in-person and remotely, on economic, social and cultural rights, in particular the rights to education and health, to partners in the region.
- Assigns, coordinates, and participates in research and monitoring activities in West Africa, working with partners to collect data in particular on human rights and public services, at the national or sub-regional level, and provides or contributes to human rights legal analyses.
- Provides analysis on the political dynamics relevant for the implementation of economic, social and cultural rights in the West Africa and on the continent.
- Trains and supervises staff and interns in DIHHR.
- Support the fundraising efforts and relationship with donors, and leads the preparation and editing of reports to these donors.
- Assist in the coordination and provision of technical assistance for HIV/AIDS prevention, care and support programs for Sexual & Gender Diverse individuals including Voluntary Counseling, Psycho-social care, Home Based care, Referral system, spiritual care, community mobilization and leadership development.
- Assist with the social worker to provide counseling and psycho-social support for sexual & gender diverse individuals with educational materials.
- Assist the EPC to train Peer Educators and Outreach Coordinators to counsel sexual & gender diverse individuals on issues around SOCIESC.
- Writes all reports and takes down minutes of every meeting/activity in the Office and at meetings assigned to.
- Assist the EPC to provide technical assistance to sexual & gender diverse individuals facing health challenges in strengthening support groups, stigma reduction, legal services, succession planning and inheritance and activities to strengthen affected households and communities.
- Assist the EPC to facilitate the formation of community- based peer support structures for networking among sexual & gender diverse facing health challenges.
- Reports to the Executive Program Coordinator.



- Performs other related duties as required.

PROFESSIONALISM:

- Knowledge of and exposure to a range of human rights issues in particular economic, social and cultural rights.
- Knowledge of institutional mandates of human rights organizations, prevailing policies and procedures.
- Ability to evaluate and integrate information from a variety of sources and assess impact on the human rights situation in the region of assignment, including the political environment and legal statutes as they pertain to human rights.
- Ability to complete in-depth studies and reach conclusions on possible causes and solutions to human rights problems in specific societies and systems.
- Ability to relate to human rights issues and perspectives, including their gender equality dimensions, to political, social, economic and humanitarian programs in affected countries and areas.
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Takes responsibility for incorporating gender diverse perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively in English. Listens to others, correctly interprets messages from others and responds applicably.

REQUIREMENTS:

Candidates willing to strive for perfection, creativity, passionate and committed to working with Trans, Intersex, & Gender Non-Conforming Individuals groups should kindly submit a one-page cover letter, CV (not exceeding 3 pages) with 2 professional



references (name, company, email and phone number) to the following address:

info@dihr.org

The subject of the email “MUST” be the POSITION TITLE and LOCATION applied for e.g. Monitoring & Evaluation, ABUJA.

The deadline for this advert is 11:59pm, 28th of February, 2021.

Gender Diverse Women, Intersex or Gender Non Conforming Individuals are highly encouraged to apply.