TERMS OF REFERENCE

The Global Initiative for Economic, Social and Cultural Rights (GI-ESCR) is a non-governmental organisation which seeks to recruit a bilingual (French and English) Associate Programme Officer, Human Rights and Public Services - West Africa and Francophone Countries (West Africa Associate Programme Officer) who will contribute to developing GI-ESCR’s work in West Africa and francophone countries.

Position: Associate Programme Officer, Human Rights and Public Services - West Africa and Francophone Countries (West Africa Associate Programme Officer)

Duration: 1 year

Salary: Salary commensurate with experience and location (ensuring that it is fair accounting for cost of living).

Location: anywhere in West Africa

Working languages: French and English

Required experience, skills and qualifications

1. A least a Bachelor’s degree or equivalent in law, social science or related field
2. Bilingual (French and English)
3. Human rights knowledge/experience
4. Knowledge of the right to education, public services or economic, social and cultural rights in the West African context
5. Experience in advocacy strategy and campaigns
6. Creative and strategic thinking
7. Excellent research, writing and analytical skills
8. Excellent IT literacy
9. Experience in non-governmental organisations will be an asset
10. Ability to work remotely
11. Ability to work with staff from diverse backgrounds and located in different time zones.

Roles and responsibilities:

From March to June 2022, the West Africa Associate Programme Officer will replace the West Africa Programme Officer in implementing activities under the programmatic area of work “Public services and human rights in West Africa and francophone countries” under the direct supervision of the Africa Representative.

From June 2022, the West Africa Associate Programme Officer will be assisting the West Africa Programme Officer, who will resume duties, in implementing the programmatic activities spelt out below under her direct supervision.

I. Advocacy, network building, and institution liaising (30%)

Assists the Africa Representative, then the West Africa Programme Officer in:
Coordinating GI-ESCR’s advocacy efforts with the African Union (AU) and West African institutions, and in particular the African and ECOWAS human rights systems, participation in AU meetings and events, coordinating with partners, maintaining a list of contacts and relationships, and identify strategic opportunities.

Developing and coordinating the relationship with partners in West Africa and Francophone countries, and a strong network of like-minded organisations in the region.

Representing GI-ESCR in the Réseau Francophone contre la marchandisation de l’éducation and coordinating engagement with the network, including the network coordinator.

Conducting capacity-building and provide technical support, in-person and remotely, on economic, social and cultural rights, in particular the rights to education and health, to partners in West Africa and Francophone countries, where requested.

Building relationships with major institutions and organisations covering or operating from West Africa, including ECOWAS, the Francophonie Organisation and OSF.

II. Research and monitoring activities (35%)

Assists the Africa Representative, then the West Africa Programme Officer in:

- Leading research and monitoring activities in West Africa, and Francophone countries, working with partners to collect data in particular on human rights and public services, at the national or sub-regional level, and providing or contributing to human rights legal analyses.
- Preparing advocacy reports, statements and other relevant materials related to the region in coordination with other GI-ESCR staff.
- Contributing to the analysis on the political dynamics relevant for the implementation of economic, social and cultural rights in West Africa, on the continent and in Francophone countries.

III. Support events and communication (15%)

Assist the Africa Representative, then the West Africa Programme Officer in:

- Supporting the organisation of events including online seminars that would be planned under this programmatic area of work.
- Supporting the dissemination of events, publications and information relevant for this programmatic area of work in close coordination with the Communication officer.
- Ensuring timely coordination with other Global Initiative program priorities and staff; providing complementary support to other program priorities.

IV. Additional support Tasks (20%)

- Assists the Africa Representative, then the West Africa Programme Officer in reviewing the GI-ESCR’s documents and media materials on an as-needed basis.
- Assists the Africa Representative, then the West Africa Programme Officer in monitoring the management of program-related resources and leads reports to donors and fundraising efforts related to this programmatic area of work.
- Participates in staff meetings and contributing to the collective work of the organisation including strategic planning process, annual reports, fundraising activities and Board meetings when required.
- Supports language-proofing in French on an as-needed basis.
- Attends to administrative or organisational tasks related to the programme.

**HOW TO APPLY**

Please apply immediately or not later than 7 March 2022, 23.59 hrs. (Mexico City: UTC/GMT -5 hrs.) by filling-in the form (link provided below) and uploading a cover letter and your resume (in Word or PDF format)

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Please contact us at info@gi-escr.org should you require further information on this employment opportunity. For inquiries about the conditions of the vacancy, please write in the title of your message: “West Africa Associate Programme Officer”.

**SELECTION PROCESS**

The selection process will have the following phases:

1. Submission and review of applications.
2. Shortlisting of candidates. Shortlisted applicants will be contacted for an interview online.
3. Interviews and a brief practical exam will be conducted for all shortlisted applicants.
4. Notification of the successful applicant.

We kindly request not to call or send inquiries by email to request information about the progress of your application. Only those that submit complete applications and are shortlisted will be contacted.

*GI-ESCR is an equal opportunity employer committed to equality and non-discrimination in the workplace and in its hiring practices. It actively seeks to strengthen the diversity of backgrounds and approaches in its staff team. Candidates from the Global South and under-represented groups are particularly encouraged to apply.*