

Junior Expert (JE) Job description

Code de la fonction: UGA.2303

I. DESCRIPTIVE PART OF THE JOB

Application date	31/01/2023
Job title	Junior Expert in Human Rights Research <i>(ex: digitalisation, gender, etc.)</i>
Junior Expert	<input checked="" type="checkbox"/> European <input type="checkbox"/> National
Main job domain (sector of activity)	Rule of Law and Human Rights <i>(ex: justice, agriculture, etc.)</i>
Job holder (name of JE) <i>(to be filled in after the selection of JE)</i>	
Job holder's (JE's) Signature + date <i>(to be filled in after the selection of JE)</i>	

General information			
Enabel or NGA Project/programme	<input type="checkbox"/> Enabel	If Enabel : Navision code	
	<input checked="" type="checkbox"/> NGA	If NGA : NGA name	Avocats Sans Frontières
Full denomination of the project/programme	The position works across Eastern Africa programs.		
Project/programme 's location	Kampala, Uganda		
Duty station of supervisor	Kampala, Uganda	Duty station of JE	Kampala, Uganda
JE will be assigned to	<input type="checkbox"/> Project/programme <input checked="" type="checkbox"/> Representation (Enabel)/Country Office (NGA)		
Project duration (dd/mm/yy)	Start date:	Ongoing	Expected starting date for the job (dd/mm/yy): 01/10/2023
	End date :	December 31st 2026	
Requested JE contract duration	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	

1. Context of project 2. Objectives of project 3. Beneficiaries of project 4. Main activities of project	<p>1. In Eastern Africa, ASF promotes human rights based approaches to socio economic development and governance of public affairs. Countries of the region follow a paradigm of semi-authoritarian development, where democratic oversight, public participation and accountability play little role. The economic development heavily relies on the exploitation of natural resources, whereas state action is essentially limited to security operations. In addition, structural barriers impede east African in the realization of their human rights, starting with gender inequality and scarce public services.</p> <p>2. ASF's regional objectives for Eastern Africa are drawn from its Theory of change. They seek to promote the participation of civil society in socio economic development and governance. The ToC is implemented through a variety of programs, that the JE would work across:</p> <ul style="list-style-type: none"> - Uganda: pre-trial detention, Access to justice for women, Natural resources governance and transitional justice; - Burundi: human rights monitoring, gender based violence and access to justice; - Tanzania: natural resources governance; - Kenya: natural resources governance and pre-trial detention; - Regional: support to civic space and public interest litigation. <p>3. Our final beneficiaries are victims of human rights violations, in particular people affected by investment projects, people abusively detained or arrested, victims of gross human rights violations, women and girls seeking justice. Our intermediate beneficiaries are civil society structures that engage with our final beneficiaries or target groups for the realization of human rights. Our main target groups are government officials, judicial personnel, private companies and local companies.</p> <p>4. Our main types of activities are:</p> <ul style="list-style-type: none"> - Legal empowerment programs, including physical and digital first line legal aid services (legal information, legal education etc.); - Community dialogues around key human rights issues; - Community-based human rights monitoring; - Legal assistance in courts, or before Alternative dispute resolution mechanisms (mediation, conciliation etc.) - Public interest litigation before national, regional and international courts; - Technical capacity enhancement programs for intermediate beneficiaries; - Research and advocacy.
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Position of the JE within the organisation	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
<u>Supervisor's name, job title & background</u>	Romain Ravet, Regional Director for East Africa, LL.M in International Law and MA in political science. Over 10 years of professional experience. Researcher and analyst by training, and senior manager at ASF since 2016 (Burundi and Uganda country director, and then regional director East Africa).

Resource person(s) for technical support's name, job title & background	Lucie Benaiteau, Research and Learning Manager East Africa; Nicole Kaneza, Litigation Manager East Africa.
For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.	
For NGA JE: name & job title of the contact person from NGA headquarters that will assure the follow-up	

JE – Job description	
Job objective	
<i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>	
The JE will support our advocacy objectives and key activities with legal research. The research is carried out with final beneficiaries, intermediate beneficiaries and target groups, and answers our regional objectives for East Africa.	

Result areas			
<i>Give the most important results to be achieved in the job. Limit yourself to stable, permanent job elements. Start with the most important ones and work your way down. Select a maximum of 5 to 6 result areas. Please consider the following for each result area: Why does the JE do this job? What will be his/her share of responsibility? What must (s)he achieve (objective)? Then list the activities that are to be performed to achieve the result. Ultimately list the final and tangible products that the JE is to produce. Please also indicate for each responsibility the importance (percentage of time) at a scale of 100.</i>			
<i>Please find an example here and start completing from the case Result Area n° 1 below.</i>			
Result area n°		Time in % :	50 %
JE's role [as...]	As trainer		
JE's responsibility	On the level of the project, help the colleagues in the data-processing field and give formations in this field.		
In order to ... [objective]	in order to make so that the data-processing tool is used better and to improve work and to make it easier		
Most important tasks <i>[What activities (= verbs) are to be performed to achieve the objective?]</i>	<ul style="list-style-type: none"> • Identify the necessary formations • Give trainings • Help the colleagues with specific or systematic problems • Develop a training course 		
Expected outputs <i>[What final and tangible products the JE is to produce?]</i>	<ul style="list-style-type: none"> • Inventory of the team's training needs regarding ICT • Basic ICT manual for colleagues • Training plan for colleagues for a one year period • X trainings given • Operational training course + training of some key-staff members in its use 		

Result area n°1		Time in % :	30
JE's role	As a technical resource		
JE's responsibility	At the level of country programs, and under the supervision of the RLM undertakes outcome harvesting processes		
In order to ...	To support the relevance of ASF programs and strategic objectives, by documenting outcomes and troubleshooting programs		
Most important tasks	<ul style="list-style-type: none"> - Develop research plan and protocol; - Coordinate with country teams in development of research objectives and methodology; - Collect primary and secondary data; - Compile and analyse collected data 		
Expected outputs	- Draft and finalizes the research output as specified in research plan (policy brief, blog post, position paper etc.)		

Result area n°2		Time in % :	20
JE's role	As a technical resource		
JE's responsibility	At the level of the regional project on civic space, monitor development of laws, regulations and violations of key civil liberties (Freedom of association, expression and peaceful assembly) in Burundi, Kenya, Tanzania and Uganda		
In order to...	To support strategic litigation cases and inform advocacy by ASF and its partners		
Most important tasks	<ul style="list-style-type: none"> - Assist Research and Learning Manager (RLM) in development of monitoring protocol; - Centralize second hand data (media clips, external reports, official gazetted laws) - Coordinate with country teams in monitoring effort; - Collect first hand data (infringements on civil liberties, specific cases of violations) with final and intermediary beneficiaries; - Compile and analyse data collected 		
Expected outputs	<ul style="list-style-type: none"> - Regional monitoring protocol (NB: this is the responsibility of the RLM, the JE only assists) - Quarterly digest of data collected; - Quarterly debrief to regional and country teams. 		

Result area n°3		Time in % :	20
JE's role	As a technical resource		
JE's responsibility	At the level of the regional project on Business & Human rights, monitor the development of key investment projects with potential to impact human rights		
In order to ...	To support strategic litigation cases and advocacy objectives across the region, as well as to inform strategic programming of country interventions		
Most important tasks	<ul style="list-style-type: none"> - Centralize second hand data (media clips, external reports, official documents) - Coordinate with country teams in monitoring effort; - Collect first hand data with final and intermediary beneficiaries; - Compile and analyse data collected 		
Expected outputs	<ul style="list-style-type: none"> - Regional monitoring protocol (NB: this is the responsibility of the manager, the JE only assist) - Quarterly digest of data collected; - Quarterly debrief to regional and country teams. 		

Result area n°4		Time in % :	15
JE's role	As a resource		
JE's responsibility	Supports the RLM in the collection of data about ASF's impact across East Africa: document media clips, conduct interviews with informants and partners		
In order to ...	To support the quality of ASF research initiatives across the region		
Most important tasks	<ul style="list-style-type: none"> - Collect data that documents ASF's impact through the media and other relevant sources; - Assist the RLM in conducting interviews of key stakeholders; - Assists the RLM in compiling lessons learnt about ASF's impact. - 		
Expected outputs	- Yearly collection of lessons learnt		

Result area n°5		Time in % :	10
JE's role	As a facilitator		
JE's responsibility	Under the responsibility of the RLM and as part of the regional office's capacity enhancement function, organize and implement training and coaching sessions for staff and partners		
In order to ...	To support the quality of ASF research initiatives across the region		

Most important tasks	- Develop research capacity enhancement plan - Prepare and deliver training and coaching sessions-
Expected outputs	- Training and coaching sessions as per plan

Result area n°6		Time in % :	5%
JE's role	As a Junior Expert		
JE's responsibility	In consultation with the Junior Programme, take initiatives and/or respond to requests for global citizenship actions.		
In order to ...	raise awareness of global citizenship among the Belgian population		
Most important tasks	<ul style="list-style-type: none"> - Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...) - Support to an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO,) - Any other global citizenship activity requested or approved by the Junior Programme. 		
Expected outputs	<ul style="list-style-type: none"> - 1 global citizenship initiative finalised and/or supported per year - Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...) 		

Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.

JE's contribution to the Junior Programme priorities	
Innovation	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g : action research, testing & roll-out of new technologies, etc.</i>	
JE's role	As a technical resource
JE's responsibility	The JE is positioned at the heart of ASF's interventions in East Africa. He/she helps the organization documents its impact through the implementation of outcomes harvesting processes, impact documentation, and context monitoring
In order to ...	Identify issues within current programs, ensure consistence relevance, and offer innovative ways to approach identified problems.
Most important tasks	<ul style="list-style-type: none"> ▪ Implementation of outcome harvesting ▪ Documentation of impact ▪ Monitoring as per result areas ▪ Networking with researchers and learning institutions; ▪ Capacity enhancement of staff
Expected outputs	<ul style="list-style-type: none"> ▪ Impact documentation ▪ Monitoring of civil liberties and investment projects ▪ Redaction of briefs and reports ▪ Advisory to country and regional teams

Capacity building	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
JE's role	The JE will be in intense contact with local partners and is expected to support the design and implementation of capacity enhancement plans. See result area 5.

Requested profile				
Required training/degree for the job <i>> Remark : will be eliminatory on CV for the candidates. Be complete & specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input checked="" type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources <input type="checkbox"/> Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed) : ...	
Necessary specific knowledge for the job <i>> Remark : will be eliminatory on CV for the candidates.</i>	Professional experience in research in the field of human rights (min.6 months)			
Language skills <i>> Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	Languages	Knowledge	Comments	
	French	X Essential <input type="checkbox"/> Preferable		
	English	X Essential <input type="checkbox"/> Preferable	Full fluency required	
	Dutch	X Essential <input type="checkbox"/> Preferable	Basic knowledge (level A2)	
Preferred assets for the job <i>> Remark : will <u>not</u> be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> - Strong commitment to advancing Rule of Law and human rights; - Proficiency with research methods; -- Full fluency in English and French. - Knowledge of East African contexts; - Team play; - Thematic expertise with civil liberties and investment projects; - Proficiency in local languages (Kiswahili, Kirundi/Kinyarwanda, Luo, Luganda). 			
Driver's licence for motorcycle & car	Motorcycle	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	Car	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable

Country context information		
Living conditions		
Capital / rural area	Kampala, Uganda	
Security context	Minor restrictions on movements at night (no curfew), vigilance required in private movements	
Access to services	Very satisfactory (Health, education, sports and leisure, technology, basic commodities)	
Isolation / social life	Dense and lively social life in Kampala	
Location suited for families (with children)	X Yes	<input type="checkbox"/> No
Other useful observations?		
Work context & conditions		
Work location	Kampala, Uganda	
Field exposure? <i>(Direct contact with beneficiaries & local reality, frequency field missions,...)</i>	Intense contact with partners and beneficiaries to be expected. The candidate must be eager to do field work in Uganda and other countries of the region.	
Accessibility of the supervisor	Same office, constantly available	
Teamwork / isolated work	Large, multicultural and highly committed teams	
What transport arrangements will the project consider in order	<input type="checkbox"/> Motorcycle from the project at disposal of the JE	
	X Borrow a car belonging to the project/programme when required	
	<input type="checkbox"/> Local transport? What? :	

to insure the JE's <u>professional</u> travels/journeys?	<input type="checkbox"/> Other, please specify :
What transport arrangements will the <u>JE</u> consider in order to ensure his/her <u>private</u> travels/journeys?	<input type="checkbox"/> Motorcycle
	<input type="checkbox"/> Car
	<input type="checkbox"/> Local transport? What? :
	<input type="checkbox"/> Other, please specify : the JE will be free to go about his/her private movements, with the exception of using motorcycles and walking at night.
Other useful observations?	