

## VACANCY

### PROJECT MANAGER HUMAN RIGHTS

**Closing date: 30/11/2019**

**Starting date:** ASAP

**Contract duration:** 8 months with possibility to renew

**Duty station:** Nairobi

**Report to:** Regional Coordinator (RC)

**CEFA** – the European Committee for Training and Agriculture (*Comitato Europeo per la Formazione e l'Agricoltura*) is an Italian NGO, which was established in 1972 and is currently active in 10 countries across Africa, Latin America and Europe. CEFA lays its foundation on the principles of solidarity and cooperation between the different regions of the world in the name of Justice, Human rights and peace. CEFA believes in the development of communities and local institutions, aiming to improve families' living conditions and communities' economies through capacity building, awareness raising and advocacy for the protection of vulnerable person's and their fundamental human rights.

#### **Summary of the program**

CEFA's experience in the criminal justice system is aimed at addressing the main systemic dysfunctional justice practices in Kenya and advocating for the improvement of the legal and policy framework. Since 2005, CEFA promotes structural reforms for a violence-free justice system for children and adults.

Specifically, the project aims to strengthen Human Rights Defenders (HRDs) and National Security Organs (NSOs) on promoting structural reforms. The action will contribute to eradicating all forms of ill treatment and violations of human rights within the criminal and juvenile justice system in Kenya.

Results sought:

1. Prevention of multiple forms of ill-treatment in Kenya's Criminal Justice System research, awareness creation, inter-agency coordination and capacity building on EWRM, Countering Violent Extremism (CVE) programs and United Nations Convention Against Torture (UNCAT);
2. Restoration of victims' rights to remedy, reparation and rehabilitation and reduce the impunity of human rights' perpetrators by establishing legal and health support networks, and rights based CVE and EWRM programs in detention and custodial facilities;
3. Improvement of the country's legal framework by advocating for a national policy on EWRM; a national plan for the effective implementation of UNCAT; the strengthening of national security organs in accordance with Chapter 4 of Kenya's Constitution.

#### **Objectives and general characteristics of the position:**

In the frame of an EU-EIDHR project, CEFA is the lead agency of a consortium with local partners, including the government agency the Kenya National Commission on Human Rights.

The HR Project Coordinator:

- (S)he is in charge of the coordination and management of the project "IMARISHA HAKI". This includes being responsible for the effective, efficient and timely implementation of project activities and the overall coordination of the project consortium;
- (S)he is responsible for the overall supervision of the project's administrative and financial management, including partners accountancy and financial reporting, as well as of project staff (human resources), project security matters and quality control.

### **Detailed assignments:**

- (S)he ensures that the project is implemented according to the contract signed with the donor (the European Union), its rules and regulations (including, but not limited to, reporting, visibility, project documentation, monitoring and evaluation), CEFA's internal policies and procedures, and the consortium partner's MoUs;
- (S)he is directly in charge of the management of the EU funded IMARISHA HAKI project across 6 counties (Nairobi, Mombasa, Kisumu, Embu, Nakuru and Garissa) including (and not limited to) the following main tasks:  
consortium management, predisposition of work plans, M&E plans, financial forecast plan, procurement plan, recruitment and coordination of all the project staff, supervision and coordination of the implementation of the activities, narrative and financial reporting;
- Under the supervision of the RC, (s)he recruits and evaluates the staff based in the projects sites; (S)he promotes technical, administrative and managerial training of the project staff;
- (S)he ensures the proper planning, implementation, monitoring and evaluation of the IMARISHA HAKI project;
- (S)he ensures sound technical support and guidance in the field of Human Rights and criminal justice to all the consortium members;
- (S)he is responsible for the effective and efficient management and maintenance of CEFA's assets/properties related to the project;
- (S)he is in charge of the security of the project staff in all the areas of intervention;
- (S)he supports the RC in the identification and development of new project proposals in the area/region, in the field of human rights;
- (S)he facilitates synergies, collaborations and sharing of best-practices across CEFA's human rights programme areas in Kenya to effectively and efficiently implement CEFA's activities in the field of human rights, criminal and juvenile justice.

### **Duties and Responsibilities:**

- (S)he is responsible for the:
  - Management of the entire expatriate and local staff under the IMARISHA HAKI project, ensuring the respect of all security regulations, in coordination with the security focal point on the ground and the RC;
  - Provision of high level liaison and coordination services with other NGOs that make up the consortium and other relevant stakeholders, such as government authorities and agencies, and representation of CEFA in key meetings related to the project's thematic area;
  - Provision of high level technical support in the field of HRs and criminal justice;
  - Daily project implementation and follow-up on activities at field level;
  - Management of the project budget and the fund requests to Nairobi Regional Office and/or HQ, administrative and financial management of the project and collection of the necessary documentation for the financial report from all the consortium members;
  - Formulation/update of the projects work plans, monitoring tools and regular reporting according to requirements of the donor and CEFA;
  - Draft/revision and submission of periodical project reports required by the donor, project partners and CEFA HQs;
  - Procurement of goods, services and constructions according to CEFA's and the donor's procedures with the support of the Procurement Officer and Regional Administrator;
  - Information to the RC concerning relevant amendments and/or challenges concerning the project which may compromise the observance of contractual bonds and/or the staff management and/or the presence and the good name of CEFA in the area/country;
  - Management of missions from the donor, CEFA staff from HQ or the Regional Office and any other relevant project-related stakeholder in the country;

- Identification and promotion of fundraising opportunities to co-fund the project with subsequent formulation of concept notes and project proposals;
- Availability to perform any other task assigned by the Regional Coordinator in line with the profile.

**Mandatory Requirements:**

- University Bachelor degree in Human rights, social sciences, development studies or a similar field;
- Minimum 4 years of experience on project management in a development or humanitarian context;
- Previous experience of at least 2 years in managing projects in the field of **human rights**;
- Proven leadership skills and demonstrated experience recruiting, developing, and managing/mentoring staff;
- Strong financial management abilities;
- Fluency in both oral and written communication in English;
- Excellent analytical and self-motivation skills, excellent advocacy and persuasion skills, able to think critically and motivate the team;
- Ability to work independently with minimal supervision;
- Proven ability to handle a challenging work load with high attention to detail;
- Prior experience successfully managing culturally-diverse teams to achieve project outcomes;
- Ability to work under tight deadlines and with minimal support;
- Good command of MS Office applications and other computer programs.

**Desired skills and experiences:**

- Master's degree in a relevant field (Human Rights, Criminal Justice);
- Previous experience working in Kenya;
- Good technical knowledge in the fields of human rights, criminal and juvenile justice, at university level is a strong plus;
- Knowledge of Italian language is an asset;
- Previous experience in the management of EU grants is a STRONG asset;
- Possession of relevant permits to reside and work in Kenya is a STRONG ASSET.

To apply please send your CV and cover letter, along with three (3) referees to the following email address [risorseumane@cefaonlus.it](mailto:risorseumane@cefaonlus.it); cc: [vacancies@cefakenya.com](mailto:vacancies@cefakenya.com) with the subject: *NAME\_PM Human Right Kenya*, by **30/112019**. Only shortlisted candidate will be contacted.