Position: Regional Coordinator for Africa

Start Date: As soon as possible
Applications Due: We will review applications as they come in, on a rolling basis. The final deadline for submission is Sunday December 31st, 2023.
Location: Anywhere in Africa where the applicant has the right to work. Remote
Status: Contractor – Full-time (5 days/week) or Part-time (at least 3.5 days/week)
Compensation: USD 36,000 to 40,000 per year assuming full time basis (subject to location and experience, and can be prorated based on contractual working hours). We also have a paid time off policy including vacation, holidays, sick leave etc., and cover agreed costs related to office expenses, travel, etc.

About the Coalition

The Coalition for Human Rights in Development is a global coalition of social movements, civil society organisations, and grassroots groups working together to ensure that development is community-led and respects, protects, and fulfils human rights. We work with members and partners to ensure communities have information, power and resources to determine their own development, and to hold development finance institutions, governments, and other actors accountable to peoples and the planet. Current work in the region includes: (1) collaborating with communities who are affected by international investments and development finance (2) strengthening human rights protections at African Development Bank, and (3) developing proactive protection strategies to support human rights defenders impacted by development projects and business activities. Increasingly, our members and partners are calling for just and inclusive transitions in response to climate change.

About the position

We are seeking a Regional Coordinator for Africa to serve as part of our International Secretariat. The Regional Coordinator will serve as the primary contact and Secretariat representative for the Africa region, and support the Coalition’s global program areas. The Coordinator will be responsible for member outreach, coordination, and supporting advocacy campaigns to change international development processes and advance human rights in the region. A list of our member organizations is available here https://rightsindevelopment.org/our-members/.

The ideal candidate will have excellent oral, written and inter-personal communication skills, and experience with social justice organizing and advocacy campaigns. They should be a self-starter, with a strong strategic sense, and a keen attention to organization and detail. They must have the ability to work across different cultural contexts, while being respectful and empathetic. We have flexible hours; however, candidates will need to be available for regular meetings with colleagues in Asia and the Americas.

We will only hire people who are from Africa and in Africa for this role. We have a preference for candidates in Francophone Africa. We are unable to sponsor visas. Applicants must have the status to live and work in their country.

We strongly encourage women, Indigenous Peoples, LGBTQIA+ individuals, people with disabilities, and all other qualified persons to apply for this position.
**Responsibilities**

- Act as the primary contact and Secretariat representative for the region, building relationships with Coalition members, facilitating information sharing between these members and the broader Coalition, and helping to boost members’ capacity.
- Organise and support members in the region in coordinated campaigns and advocacy with development banks.
- Conduct outreach to civil society organizations within the region to build Coalition membership and advance Coalition campaigns and advocacy efforts.
- Facilitate collaborations with community and grassroots groups in the region to connect communities with support to successfully defend their human rights in development contexts.
- Monitor the African Development Bank and other development finance institutions working in the region, with a focus on trends in human rights.
- Conduct research and analysis on development finance and human rights, and produce advocacy and education materials such as letters, case studies, guides, or policy papers as required.
- Support global working groups or campaigns in strategy and workplan development and execution.
- Help promote the work of the Coalition through internal and external communications platforms including listservs, blog, website, Twitter and Facebook.
- Manage listservs, contact databases, and other necessary communications platforms.
- Organize and facilitate meetings, workshops or events, including gatherings, webinars and trainings.
- Support fundraising efforts and contribute to monitoring and evaluation of the Coalition’s work.

**Required Qualifications**

- Professional proficiency in French and English
- Strong interpersonal skills and ability to work across cultural contexts
- Commitment to human rights, and social and environmental justice
- Prior experience with human rights (preferably in the context of accountability of development finance or economic actors)
- Prior advocacy and campaigning experience, including in collaboration with grassroots groups
- Excellent written and oral communication skills
- Strong organizational and project management skills
- Keen attention to detail
- Ability to work well under pressure while juggling multiple tasks
- Ability to work independently as well as function as a member of a team
- Ability to travel occasionally
- Experience working in remote working environments and proficiency in MS Office applications

**To Apply**

Please upload a cover letter and resume in English, as well as two work samples (e.g. an action alert, blog, or report) to https://rightsindevelopment.org/employment-application/. Please note the following:

1. One work sample must be in English and the other must be in French.
2. Your cover letter should be tailored and explains why our mission calls to you and why this particular role is a fit.
3. In the first paragraph of your cover letter, please include the city in which you would want to be based, and whether you would prefer to work full-time or part-time.
Due to the volume of candidates anticipated and size of our organization, we regret that only shortlisted candidates will be contacted regarding further steps in the application process.