

## **Vacancy Announcement**

Advocacy Forum (AF), a non-profit and non-governmental human rights organisation, is looking for a dynamic and result-oriented Nepali citizen for the following posts:

### **1. Federal Coordinator (2)**

Under the supervision of the director and program coordinator, Federal Coordinators will be responsible for ensuring the implementation of AF's goals in upholding human rights and the rule of law in respective regions.

LOCATION: Province 2 (Based in Janakpur), Province 5 (Based in Butwal)

### **KEY RESPONSIBILITIES**

- Leadership position responsible for the effective operation of AF's project, programs and activities in line with our vision, values, and goals
- Provide guidance and support for the project team in coordinating and implementing programs and reporting
- Supervise and train employees on relevant current and cross cutting issues and themes
- Develop unique and effective approaches that strategically campaign for the protection and promotion of human rights
- Prove capable of providing strategic litigation for important emblematic cases
- Responsible for facilitating conduct consultation meetings and overall communication with government authorities and relevant stakeholders
- Manage the preparation of FIRS and human rights violation petitions and applications so that they can be brought before the courts and relevant authorities
- Assist and oversee research work and publications being completed by employees
- Prepare and submit a reoccurring analytical report to the director
- Proudly represent the organisation in meetings and workshops on the aforementioned issues
- Undertake any further responsibilities as entrusted by management

### **QUALIFICATIONS**

- Master's degree (preferably in law and human rights) with minimum 3 years experience managing a human rights and rule of law project (or Bachelors Degree, minimum 5 years relevant experience)
- Proficient knowledge and analytical skills on the current human rights and political context and emerging Federal and National issues
- Experience conducting research, writing reports, supporting advocacy, and training individuals

- Familiarity with liaison and coordination with government authorities, partner organizations, and stakeholders is an advantage
- Adept command over written and spoken English
- Proficient computer skills
- Capability to work under pressure in a diverse group
- Flexible working hours

**Remuneration:** Negotiable (based on relevant experience and qualification of the candidate)

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## **2. Finance Officer (1)**

LOCATION: Kathmandu, Head Office

### MAJOR RESPONSIBILITIES

- Account for expenses as per project, collect invoices/bills, make payments following relevant financial rules and regulations
- Prepare vouchers and cheques as per project requirements
- Data entry in FAMAS software
- Prepare bank reconciliation of districts, Federal and central offices on a monthly basis
- Draft reports for the organisation's donors when required
- Retain and file expense documents and any other related documents
- Facilitate the audit process of the organization
- Undertake any further responsibilities as entrusted by management

### QUALIFICATIONS

- Bachelors' degree in Finance, Accounting or Business studies and a minimum 3 years experience in relevant field
- Adept command over written and spoken English
- Proficient computer skills
- Excellent interpersonal skills
- Capability to work under pressure in a diverse group
- Flexible working hours

*We are also looking for Administration and Finance Assistant in Province 2 and 5.*

**Remuneration:** Negotiable (based on relevant experience and qualification of the candidate)

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### 3. Legal Officers (multiple)

LOCATION: Kathmandu Head Office, Province 2 and Province 5

#### MAJOR RESPONSIBILITIES

- Regular visit to government detention facilities, provide legal counselling to the detainees and provide legal assistance to the needy detainees,
- Interview and attend to victims and ensure systematic documentation and archiving of the cases of human rights violations and carry out necessary intervention,
- Update and intact the data of detainees and the cases of human rights violations,
- Develop strategies for strategic litigation of emblematic cases
- Draft court cases and PILs and provide legal assistance to the indigent victims
- Assist the project coordinator in planning, implementation of the project activities,
- Assist the project team in project related publication and research works
- Identify and liaise with concerned stakeholders and other human rights organization
- Provide logistical support during the trainings, stakeholders meeting including other office programs
- Develop the contents and modality of consultation with stakeholders

#### QUALIFICATIONS

- Master's degree with minimum 2 years of relevant experience in human rights, rule of law, and litigation (or Bachelor of Law with minimum 7 years of relevant experience)
- Proficient knowledge of national and international law related to Transitional Justice, torture, and human rights
- Experience and a driven interest in research, report writing, and work on thematic issues
- Familiarity with liaison and coordination with government authorities, partner organizations, and stakeholders is an advantage
- Adept command over written and spoken English
- Proficient computer skills
- Aptitude in translating and editing legal documents (English to Nepali and vice versa)
- Capability to work under pressure in a diverse group
- Flexible working hours

**Remuneration:** Negotiable (based on relevant experience and qualification of the candidate)

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Contract duration for all positions are initially for 1 year, with the possibility of a performance based extension.

Interested and qualified candidates are encouraged to submit their CV along with a cover letter to: **advocacyforumnepal@gmail.com** or drop the necessary credentials by **30 April 2019** to the following address:

**Human Resource Department**

**Advocacy Forum-Nepal**

**Lamting Marga, Baluwatar**

**P.O. Box: 21798**

Only applicants who are short-listed will be contacted for the further selection process.

*(Advocacy Forum is an equal opportunity employer. Qualified women, persons with disability, and members from marginalized communities are encouraged to apply.)*