

Job Description



Job Title:	Advocacy & Campaigns Officer and CRF Coordinator		
Cluster:	Advocacy & Campaigns		
Salary:	USD\$47 000 – USD\$50 000.00 per annum	Contract Type:	12 month Fixed Term
Location:	Location CIVICUS Headquarters Johannesburg, South Africa		
Reports to:	Advocacy & Campaigns Lead		
Direct Reports:	Crises Response Fund Administrator & Advocacy Officer		
Job Role			
Role Overview:	<p>The CRF Coordinator and Advocacy Officer is responsible for managing CIVICUS' strategic relationship with donors and members of the Life Line Consortium, for overseeing applications for the CRF and working with the CIVICUS finance team and Advocacy Lead to provide timely financial and narrative reports. The CRF Lead will oversee the administration of CRF grants and lead CIVICUS advocacy on a regional and thematic area of focus. They should also be able to make strategic connections between CRF grants, regional and thematic advocacy and other CIVICUS clusters and projects</p>		
Areas of Responsibilities	Key Activities		
CRF Coordination	<ul style="list-style-type: none"> • Contribute to the development of CIVICUS' advocacy and campaigning strategies and ensure their implementation at international, regional and national levels; • Coordinate CIVICUS' Lifeline Embattled CSO Fund activities which provide strategic advocacy assistance and solidarity to civil society organisations and human rights defenders operating in highly restrictive environments • Facilitate and support CIVICUS' members and partners in their advocacy and campaigning activities; • Manage the administration of CRF grants, review applications and provide timely narrative and financial reports to donors • Provide strategic guidance on the CRF activities and their alignment to other clusters at CIVICUS, providing input and guidance on the Fund's activities and areas of amplification in alignment with the strategic objectives of the organisation. 		
Management & Mentorship	<ul style="list-style-type: none"> • Manage and mentor CRF administrator and support him/her/them in the implementation of CRF objectives; • Provide oversight and guidance to the CRF Team (including the Advocacy Officer and CRF Administrator) on priorities of the Lifeline Fund and work processes to effectively administer the grant. 		
Research & Analytics	<ul style="list-style-type: none"> • Carry out critical research and analysis of policy debates and political developments at the global, regional and national levels on civic space issues with a view to crafting organisational positions, advocacy strategies, briefing papers, statements, opinion pieces and editorials; 		

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	<ul style="list-style-type: none"> Develop and implement dissemination plans on knowledge products to ensure wide outreach and uptake in policy, advocacy and activism circles with the CIVICUS membership, partners and policymakers.
Advocacy & Campaigns	<ul style="list-style-type: none"> Lead advocacy initiatives and campaigns aimed at addressing restrictions on civic space in countries around the world; Engage with CIVICUS' external stakeholders on advocacy strategies to protect and expand civic space in multi-lateral institutions and intergovernmental bodies; Take the Lead in one thematic area of CIVICUS work - preferably on women human rights defenders and the Middle East/North Africa; and provide support in this area to CIVICUS and the alliance Engage with policy makers and other stakeholders on CIVICUS' strategic priorities and represent the organisation in external forums.
Other	<ul style="list-style-type: none"> The role holder will from time to time be required to carry out any other duties that are within the scope of the job. All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> Master's degree in international relations, economics, politics, development studies or a social science discipline. Excellent verbal and written communication skills, especially in English and one other UN language.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> A minimum of 5-7 years' work experience in civil society sector on human rights issues. At least 2 – 3 years in a coordination role in a similar position Excellent verbal and written communication skills in English. Excellent IT skills, including experience with MS Office and Human Resource Information Systems. Commitment to CIVICUS's vision, mission, values and ways of working. Demonstrated work experience, pertaining to research, analysis and advocacy on human rights issue. Demonstrated work experience in project coordination in the civil society sector Sound understanding of international affairs, development and civil society matters. Excellent verbal and written communication skills, ability to work under pressure and in a multi- cultural setting. Excellent interpersonal skills and ability to manage relationships with partners and donors Experience managing and mentoring colleagues working on the CRF
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> Budget management skills and ability to produce lengthy donor financial and narrative reports Experience in managing and supervising colleagues Good understanding of global civil society dynamics with good knowledge of civic space issues in one region