

## ROLE PROFILE

<b>JOB TITLE:</b>	Africa Officer	<b>REPORTING TO:</b>	Protection Manager
<b>TEAM:</b>	Protection	<b>DATE:</b>	May 2025
<b>LOCATION:</b>	Remote (preferably in Africa, other locations in the same time zone can be considered if person has the right to work in the location)	<b>CONTRACT TYPE:</b>	2 years Fixed-term Contract
<b>WEEKLY HOURS:</b>	Full time, 35 hours	<b>SALARY:</b>	Grade 6 (Point 1 - €37,430)

### Principal Objective of the Team and Role:

**Team Purpose:** The Protection Team, through Protection Coordinators, Officers and Managers, drive the organisation strategic priorities on behalf of HRDs in each of the countries/regions. The Protection Team is primarily responsible for Front Line Defenders' outreach to human rights defenders (HRDs) at risk, managing and nurturing these crucial relationships through their presence in all the world regions. The team coordinates and directs the protection work in the countries/regions, and hold the strategic overview of the various context and trends. The team is responsible for undertaking rapid advocacy actions (urgent appeals, statements and other advocacy submissions and initiatives) and directing, coordinating and supporting the various holistic protection responses (advocacy, digital, security, visibility, well-being, rest and respite, relocation and grant-making) via close collaboration with the various teams. The Protection Team is also responsible for conducting research on HRD protection trends (annual Global Analysis) and for the secure and accurate recording and storing of HRD related data.

**Role Purpose:** The Africa Officer will support the Protection Team's direct response to human rights defenders at risk in the continent. This position will involve collaboration with all colleagues working in the region, and in particular close coordination with Protection Coordinators, Protection Manager, Head of Protection and HRD Memorial Coordinator, offering assistance with documentation, research, administrative and logistic duties in relation to Front Line Defender's work with human rights defenders. Responsibilities include, but are not limited to, documentation, verification and research on risks faced by defenders, drafting various briefing papers, reports and appeals, regular update of the Front Line Defenders' database, taking minutes of meetings, direct communication with defenders, coordination with other civil society organizations as well as providing occasional language support through in-house translation of sensitive documents, as well as in online and in person meetings.

### Responsibilities:

#### Protection (25%)

- Provide support to the Protection Coordinators in outreach and correspondence with defenders, incl. responding to defenders' queries and following-up on their requests with

different FLD program areas

- Input HRD-related and case information (case updates, outcomes) to the Front Line Defenders' database and ensure that it is kept up to date
- Provide regional coverage on behalf of Protection Coordinators when they are on mission, or not available for other reasons, including attending meetings with various stakeholders and allies
- Gathering documentation for work with human rights defenders cases;
- Support Human rights defenders at risk connecting and liaising with other organizations with specific expertise relevant for their protection needs

#### **Research and Analysis (25%)**

- Undertake desk research on cases of defenders, situation of HRDs at risk in the region; assist with gathering and verification of information
- Compile and draft as requested briefings, reports, urgent appeals/updates, statements, or other materials;
- Gathering relevant information on trends and holistic support needs relevant for human rights defenders in the region;
- Support Protection Coordinators in identifying areas for proactive outreach, crafting strategic response to the different groups of defenders and specific cases.

#### **Administrative (30%)**

- Taking notes at meetings with defenders, other organisations representatives and at internal FLD meetings;
- Input HRD related information on the FLD database
- Assistance with administering production of ID cards for HRDs
- Providing logistical assistance to HRDs, including for attendance to FLD activities
- Other comparable duties as may be required by Protection Coordinators, Protection Manager and Head of Protection.
- Occasional support and coverage for peers and other regional officers, as well as for tasks related to global responses (in addition to the regional responses), such as reports and briefing papers, translations and logistic.

#### **Internal Collaboration and Communications (20%)**

- Close daily collaboration with the regional team (staff working on Africa from different FLD program areas);
- Follow up with the different programs' responses to cases of human rights defenders at risk and checking back when/if further support is needed;
- Contribute to organizing regional meetings and calls
- Provide inputs and support the development of the Africa Regional Strategy, calendar and annual work plan.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.*

<b>Reporting Structure:</b>	
Directly: Nil	Indirectly: Nil
<b>Key Relationships:</b>	
Internal: Protection Coordinators, Protection Manager, Head of Protection, FJ Fellow, HRD Memorial Coordinator and all colleagues working on the region (all programs at FLD depending on case worked)	External: HRDs, regional and local organisations

<b>Person Specification</b>
<p><b>Knowledge, Skills &amp; Experience:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Solid knowledge of the situation facing human rights defenders in Africa</li> <li>• At least 3 years of experience working directly with human rights defenders and/or civil society in the region</li> <li>• Analytical skills, ability to search for information throughout different sources, verify it and organise into advocacy documents</li> <li>• Good writing skills, including ability to produce high-quality reports and correspondence.</li> <li>• Fluent written and spoken French;</li> <li>• High level of written and spoken English;</li> <li>• Good time management, ability to plan and prioritise work on the tasks, and ability to accommodate emergency tasks within the workplan</li> <li>• Ability to work independently and as part of the team</li> <li>• Good level of political judgment, especially in the context of casework, e.g. ability to defend the case based on the analysis of the context and FLD mandate.</li> <li>• Self drive, initiative and capacity to pro actively support HRDs;</li> <li>• Ability to manage high-pressure situations while maintaining professionalism and responding to emotionally demanding challenges.</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Experience with direct protection support to human rights defenders facing risk situation</li> <li>• Direct experience with holistic protection and engagement with HRDs, including digital, physical, risk assessment and well-being</li> <li>• Working knowledge of Portuguese</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Residing in one of the countries of the Africa region, with the legal right to work in the country of residence.</li> </ul>

- Ability to undertake occasional travel in the region for the role
- Ability to undertake occasional travel to **Dublin or Brussels for internal meetings**

#### Competencies:

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|-------------------------------------------------|
| 1. Commitment to our Work                       |
| 1. Responsiveness to HRDs                       |
| 1. Communication with each other                |
| 1. Building Collaborative Working Relationships |
| 1. Exercising good judgment                     |

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