



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Human Rights Advocacy and Research Officer
<b>Component</b>	XX Provincial Office
<b>Location</b>	XX Province
<b>Post Reports To</b>	Provincial Manager

Job Profile Verification	
<b>Profile Verified By:</b>	Various Stakeholders
<b>Date Verified:</b>	

Job Profile Validation	
<b>Profile Validated By:</b>	Various Stakeholders
<b>Date Validated:</b>	

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	10
<b>Date Graded:</b>	

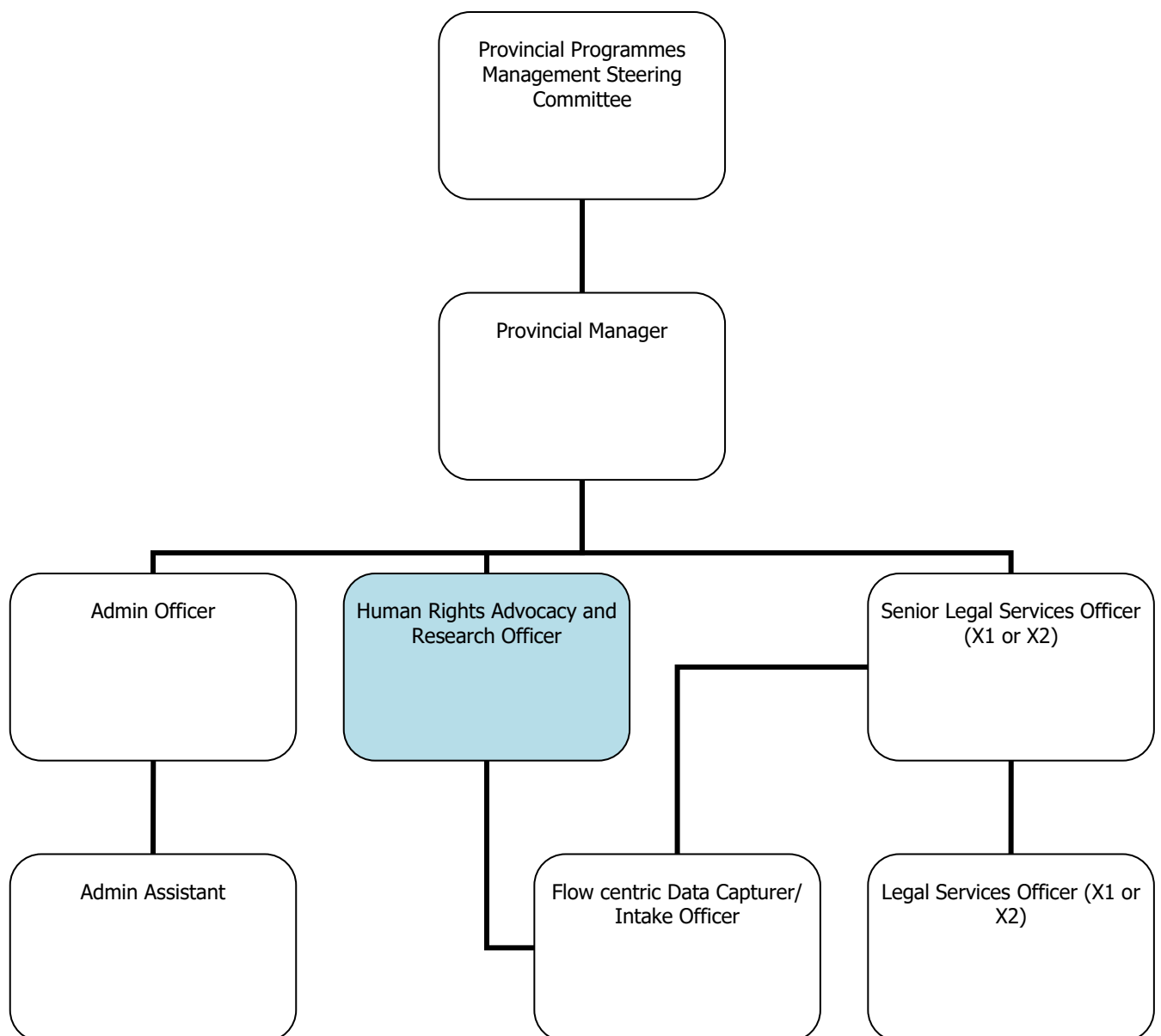
## B. Job Purpose

*Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).*

To co-ordinate and implement advocacy and awareness raising interventions within the province and to conduct research on human rights issues in accordance with the Commission's Strategic Plan.

## C. Position of the Post in the Organisation

*Structure diagram*



## D. Key Responsibilities

*List major activities and contribution to the organisation for which this post is held accountable*

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	To co-ordinate and implement advocacy and awareness raising interventions within the province.	1.1	To ensure that the Commission's promotional mandate is carried out within the province by raising awareness in accordance with the Human Rights Advocacy Policy. (This will include plan and implement seminars, dialogues, round table discussions and conferences within the province)
		1.2.	To plan and conduct collaborative interventions with key stakeholders within the province.
		1.3	To establish and maintain key stakeholder relationships in the province
		1.4	To conduct needs assessment and situational analysis on human rights issues within the province in order to determine the type and nature of the intervention.
		1.5	To assist and attend to complaints of human rights violations that arise in the course of an intervention/awareness raising session
		1.6	To respond to requests for human rights awareness interventions/training.
		1.7	To assist in the development of promotional materials and opinion pieces.
2	To keep records and information of all interventions and maintain administrative systems of the programme.	2.1	To develop and submit needs assessments and situational analysis reports.
		2.2	Design and submit analytical and narrative reports of all interventions carried out in the province.
		2.3	To compile monthly, quarterly and annual statistical reports.
		2.4	To develop and submit proposals for seminars and

			concept papers for dialogues.
		2.5	To maintain proper and accurate records of all information pertaining to work undertaken in respect of an intervention e.g. all preparatory/research work; correspondence; attendance registers, invitation letters, evaluation forms etc.
		2.6	Attend and participate in all internal capacity building interventions both at provincial and national level.
3	To collaborate with and provide human rights advocacy support to other programmes within the Commission.	3.1	To implement inter-programme and collaborative interventions.
		3.2	To initiate programmes and projects in order to promote inter-programme collaborations.
4.	To conduct and facilitate research on human rights issues in the province.	4.1	To assist in the Commission's annual research on human rights issues as and when required.
		4.2	To initiate research on human rights issues in the province.
		4.3	To attend and assist with research (under the guidance of the PM) to requests for research on specific issues.
		4.4	To report on research cases carried out in the province and to provide the necessary information as and when it is required.
5.	To assist with the Provincial office with advancing the Commission's legislative obligations in respect of the Right to Equality and the Right to Access information	5.1	To conduct training and awareness raising interventions in respect of both PEPUDA and PAIA to various stakeholders within the province.
		5.2	Assist with the monitoring of Equality Courts in the province. To liaise with the DoJ in this regard.
		5.3	To provide input into the Equality publications to be produced by the Commission
		5.4	Provide advice and support on PAIA related matters.
		5.5	Provide support and assistance to the Provincial Deputy Information Officers Forum

## E. Advisory Responsibility

*Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.*

<b>To Whom</b>	<b>Type of Advice/ Information</b>
The provincial manager	<ul style="list-style-type: none"><li>• Provide and seek advice and support on advocacy work and research.</li><li>• Reporting on advocacy and research work.</li></ul>
All staff in the Provincial office	<ul style="list-style-type: none"><li>• Provide advice and support on human rights advocacy and research.</li></ul>
General Public	<ul style="list-style-type: none"><li>• Consult and interact with members of the public on human rights issues.</li></ul>
Stakeholders with the province	<ul style="list-style-type: none"><li>• Collaboration on advocacy, training and education initiatives</li></ul>

<b>F. Accountability</b>	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	1 – shared responsibility (Flow Centric Data capturer/ Intake Officer)
Number of staff indirectly managed	<ul style="list-style-type: none"> <li>0</li> </ul>
Financial accountability	<ul style="list-style-type: none"> <li>TBC</li> </ul>

<b>G. Inherent requirements of the Post</b>	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
<b>Skills/ Knowledge/ Behaviour:</b>	
<b>Requirement</b>	<b>Type</b>
<p><b>Key competencies</b></p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>Problem solving and analysis</li> <li>Project management</li> <li>Attention to detail</li> <li>Communication</li> <li>Honesty and integrity</li> <li>Report writing skills.</li> <li>Planning and organising</li> <li>Sound judgment</li> <li>Research and research management</li> <li>Computer literacy</li> <li>Stakeholder engagement and management</li> <li>Knowledge management</li> <li>Conflict resolution and facilitation skills</li> </ul>
<p><b>Knowledge and education</b></p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> <li>An appropriate Masters degree in law or social sciences (with 3 years experience) or a bachelors degree in law or social sciences (with 5 years experience)</li> <li>Knowledge and understanding of all relevant (national and</li> </ul>

	<p>international) human rights legislation/laws</p> <ul style="list-style-type: none"> <li>• Knowledge of human rights theory and practices</li> <li>• Understanding of advocacy processes and procedures.</li> <li>• Knowledge and understanding of basic research</li> <li>• Knowledge of all relevant legislation, policies and procedures</li> <li>• Knowledge and understanding of monitoring and evaluation principles, processes and procedures</li> </ul>
<p><b>Experience</b></p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• At least 3 or 5 years relevant practical experience (Depending on qualification).</li> <li>• Experience in a human rights environment will be an added advantage</li> <li>• Drivers licence</li> </ul>

<b>H. Career pathing</b>	
<b>Next higher position:</b>	Provincial Manager
<b>What is required to progress:</b>	Refer to job profile for requirements

<b>I. Job profile agreement</b>				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
<b>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</b>				
<b>Title</b>	<b>Name</b>	<b>Employee Number</b>	<b>Signature</b>	<b>Date</b>