



JOB PROFILE

A. Post Information	
Post Title	Human Rights Officer – Monitoring
Component	Operations
Location	Provincial Office
Post Reports To	Advocacy and Research Officer / Senior Legal Officer
Salary	
Contract Type and Duration	Contract (6/7)

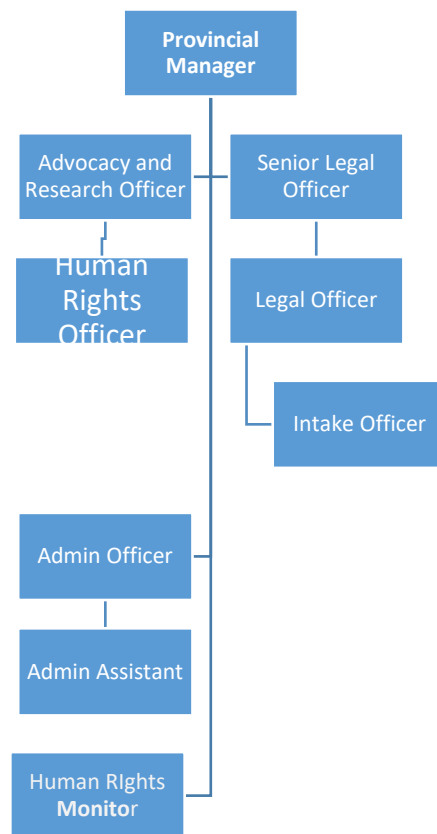
B. Job Purpose

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

Increase the visibility and reach of the Commission; through monitoring and reporting on the observance of human rights within the province

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Monitoring and research	1.1	Conduct monitoring within communities; places of detention; schools; places for older persons; persons with disabilities; health facilities and other identified matters as instructed by the PM
		1.2	Plan and assist in the coordination of monitoring activities within the provincial office team, including amongst stakeholders conducting monitoring on behalf of the Commission, in consultation with the PM
		1.3	Complete and submit monitoring tools as directed
		1.6	Collate information, write and submit basic reports for approval.
		1.7	Provide reports both oral and written to the Provincial Manager as directed
2	Increase visibility and accessibility of the Commission at identified community sites	2.1	Support advocacy interventions in respect of public outreach clinics, campaigns and special projects in communities.
		2.2	Contribute to the maintenance of a network of key stakeholder relationships in the identified communities, including community based organizations, other chapter 9 institutions, local authorities and community leaders
		2.3	Distribute appropriate promotional material at identified sites in the course of monitoring
3	Complaints / Legal Support	3.1	Submit complaints observed or recorded during monitoring to the Provincial Office
		3.2	Maintain a record of all complaints per site
4.	General	4.1	Attend training and meetings as directed by the Provincial Manager or delegated team
		4.2	Comply with policies, procedures, protocols and values of the Commission

D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
		4.4	Provide any additional support and assistance to the Provincial Office, as requested by the Provincial Manager.
		4.5	Travel within the communities in the province is required, including work outside of working hours from time to time, as determined by project needs
E. Advisory Responsibility			
<i>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.</i>			
To Whom		Type of Advice/ Information	
Internal: PM and designated senior team member		Depending on context, analytical, formal and informal, written and unwritten progress reports, situational analysis and recommendations on request	
External: Respondents being interviewed, or monitored will need to be engaged		Depending on context, material content to be determined by the Provincial Office	

F. Accountability	
<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	• 0
Number of staff indirectly managed	• 0
Financial accountability	• To Provincial Manager

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Problem solving and analysis • Advanced writing skills • Excellent communication skills and is able to use collaborative and facilitative approaches • Able to work with a busy and diverse team; and diverse stakeholders • Computer literate • Strong interpersonal skills • Honesty and integrity • Is able to self-regulate • Respectful • Client oriented and customer focus • Excellent time management and organization skills • Amenable and available to work outside of ordinary hours as required • Is able to work in risk situations exercising and observing basic safety precautions over self • Flexible and proactive • Must be fluent in the language predominantly spoken in the province
<p>Knowledge and education</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"> • Basic degree (Law/Social Sciences/ Development Studies) • Basic Project management; • Good understanding of human rights law • Basic Research skills • Knowledge of relevant legislation, policies and procedures

	<ul style="list-style-type: none"> • Knowledge and understanding of socio economic rights, customary law; rural dynamics; and the South African human rights legal framework • Applied knowledge of research, and advocacy • Knowledge and understanding of communications and stakeholder management requirements and processes • Basic Knowledge and understanding of performance and project management systems and processes
<p>Experience <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • Dependent on level of qualification, but with at least 1-3 years of experience conducting field work • Must be an experienced driver with an unendorsed license (and be willing to travel and drive)

H. Career pathing	
Next higher position:	NA
What is required to progress:	NA