

**Call for a Program Associate (Consultant / Full-time)**  
**Submit a Letter of Interest**

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**Title:** Program Associate (Consultant / Full-time)

**Status:** Full-Time

**Duration:** 12 months, from 13 February 2023 to 12 February 2024.

**Supervisor:** Co-executive Directors

**Deadline:** Monday, 23 January 2023

## OVERVIEW

[Strategic Advocacy for Human Rights \(“SAHR”\)](#) is a peer-led network-based organization by and for human rights defenders all over the world. Our mission is to fuel a worldwide network of human rights defenders to strengthen laws, policies and practices to end sexual and gender-based violence (“SGBV”).

To incubate and support interventions for change, SAHR runs a Gender Justice Fellowship Program, for advocates pursuing an intervention to end SGBV in court or in law and policy. Advocates are supported with technical and financial support to conduct research, fact-finding, criminal and civil investigation in relation to a case or intervene in a law or policy reform opportunity in their countries. The Program has supported advocates and interventions in Vanuatu, Columbia, Afghanistan, Argentina, Mexico, Nigeria, Indonesia and Pakistan (partial).

Having worked in Afghanistan for many years, in September 2021, SAHR established a Coalition of Afghan Legal Experts (“CALE”) of human rights lawyers, defenders, prosecutors and judges to exchange strategies to increase women’s access to justice in Afghanistan. Through the coalition, we are working to advance a new vision of gender justice under Islamic law to safeguard and defend the human rights of women and other marginalized communities.

## JOB SUMMARY

The position is designed to support SAHR’s Gender Justice Fellowship Program & Advocacy Program. It requires practical experience in key areas:

- Executive Assistance
- Project management
- Workshop-building
- Partnership building
- Needs assessment

- Project reporting

## ESSENTIAL CONSULTANCY FUNCTIONS

### A. SAHR Gender Justice Fellowship Program

- Conduct Needs Assessment of needs of human rights defenders (HRDs) working on law and policy and draft a short report with recommendations.
- Based on the report, source and match Fellows with experts within and outside of SAHR's network.
- Organize 5 justice labs consisting of virtual roundtables and informal discussions between HRDs, Fellows, peer experts and other key stakeholders: develop agenda, send out invites, design social media posts, organize pre-preparations, execution of roundtables and evaluation of the sessions.
- Conduct research or review work products by Fellows (table of amendments, policy proposals, legal submissions, talking points for high-level meetings etc)
- Produce social media posts and profiles of Fellows, their story, project, intervention and accomplishments.
- Support drafting of curriculum materials for advocacy workshops.
- Conduct a final evaluation of the project based on success indicators and draft mid-term and annual report.
- Provide support for administrative tasks.

### B. SAHR Gender Justice Advocacy Program

- Develop relationships with peer advisors, partners, and fellows in various countries.
- Support drafting of position papers, policy responses and articles in response to the crisis in Afghanistan, call for inputs by international bodies, thematic reports on access to justice in Afghanistan, thematic country reports on SGBV issues for submission to Human Rights Council and/or CEDAW Committee.
- Organize 3 roundtables for Afghan human rights defenders on key thematic: on international accountability for crimes against humanity and war crimes: develop agenda, send out invites, design social media posts, organize pre-preparations, execution of roundtables, reporting and evaluation of the sessions.
- Organize workshops on women's rights and Muslim family law for Afghan women human rights defenders in Afghanistan: develop agenda, send out invites, design social media posts, organize pre-preparations, execution of roundtables and reporting and evaluation of the sessions.
- Conduct a final evaluation of the project based on success indicators and draft mid-term and annual report.
- Provide support for administrative tasks.

## COMPETENCIES

## A. ORGANIZATIONAL RELATIONSHIPS

**Internal:** Constructive and effective daily working relationships with the co-eds. Directly supervised by the co-eds.

**External:** Strategic, dynamic relationships with partners, advisors, gender justice movements, institutional donors, peer organizations, foundations, networks, and international agencies.

## B. KNOWLEDGE, SKILLS, AND ABILITIES

- Graduate with a Bachelor Degree in Law, Policy or other field in the humanities
- At least 3-5 years of experience in gender justice work
- Demonstrable commitment to women's, girls, trans, gender non-conforming and intersex people's rights and to the mission and vision of SAHR
- Strong adherence to feminist principles
- Strong interpersonal and inter-cultural skills and the ability to interact with individuals from different backgrounds and across various time zones.
- Strong writing, research, and analytic skills.
- Demonstrated success working independently on comparable projects, including ability to manage hours and deliverables under tight deadlines.
- Fluency in MS Office applications including Word, Excel, and PowerPoint.
- Ability to work on CANVA
- Fluency in written and spoken English
- Knowledge of multiple language is desirable

### Consultancy Rate

Rate: USD \$2,000.00 per month based on completion of deliverables set out in a monthly plan.

### Application Process

Email [hello@sa-hr.org](mailto:hello@sa-hr.org) by Monday **23 January 2023** with subject [Program Associate Consultancy]. Apply early as applications will be reviewed on a rolling basis. Shortlisted applicants will be contacted. Due to limited capacity, those who are not shortlisted will not be contacted.

Your application should attach:

- A two-page resume indicating 2 professional referees (referees will be contacted).
- One-page cover letter stating practically:
  - Experience in project management
  - Experience in organization of virtual events and social media campaigns and your contribution in the organization of those events.
  - Experiencing in facilitating workshops

- Drafting project reports to describe activities, successes and challenges.
- Designing social media posts
- Experience in case management, litigation, law and policy reform
- Experience in documenting and reporting human rights violations
- Advocacy or policy work products (petitions, thematic reports, articles, declarations, open letters) which you have written (with links to them)
- Links to work, if any
- Social media handles, if any