

## Project Associate, Francophone

**Positions: (1) one**

**Location:** JHR head office is located in Toronto, Ontario.

**Application Deadline:** Saturday, June 15, 2019

**Duration:** 12 months (renewable pending review of performance)

**Target Start Date:** July 2019

Journalists for Human Rights (JHR) is looking for an Project Associate to help manage and further develop JHR's programming in francophone countries, with a particular focus on francophone Africa. JHR's programming focuses on building the capacity of media on human rights and gender sensitive reporting, fostering collaboration between media and civil society, in particular women's rights organizations, and engage key stakeholders in an informed dialogue on critical issues.

This professional opportunity is based in Toronto and is a full-time head-office position, requiring a commitment of 40 hours a week. It includes working with partner organizations, media trainers, media outlets, and journalists in francophone Africa.

### About JHR

Journalists for Human Rights (JHR) is a leading international media development organization based in Canada with experience in 29 countries across the world. JHR's mission is to empower journalists to cover human rights stories ethically and effectively to benefit their communities. For more information, please visit <http://www.jhr.ca/>

### Duties and responsibilities include the following:

*Please note, JHR is seeking to hire an individual who demonstrates a strong combination of personal and professional skills needed to succeed in this role. The organization will provide training for technical elements listed (i.e. monitoring and evaluation processes etc.) to support the selected candidate as needed.*

- Communicate with field offices on a daily basis and facilitate weekly check-in meetings.
- Arrange and set up timelines and schedules of operations and other related deadlines.
- Review and finalize narrative and financial reports in accordance with project documents' reporting requirements, financial policies and guidelines.
- Scan required data and information in collaboration with field offices on human rights, gender equality and press freedom in targeted countries.
- Produce and translate communication material, email and other documents as needed.
- Review monitoring and evaluation (M&E) documents and prepare M&E reports.

- Be involved in actions taken by JHR office to promote visibility of in-country and regional activities, including raising funds, working on communications material and campaigns, media outreach.
- Attend meetings with representatives from local and international government and non-government, private sector and civil society organizations, as required.
- Report to the Senior Programs Manager (International) in consultation with the Executive Director and other related staff in head office.

Education:

Bachelor's Degree in international development, journalism, communications or a relevant field of study or equivalent experience. Development background/experience preferred.

Experience & Skills:

- Experience in providing logistical support, communications and/or activities implementation.
- Excellent communication skills in French and English is a must. Arabic is an asset.
- Experience and/or background in international contexts, in particular in conflict and post conflict countries.
- Familiar with online and social media platforms; knowledge in website development an asset.
- Strong computer skills and above average knowledge of Microsoft Office Suite products including Excel and Outlook as well as the Google Suite of tools.
- Good knowledge of research methodologies and data analysis.
- Strong capacity in accurate and timely translations; both English to French and vice-versa.
- Strong capability of producing compelling writings.
- Proven commitment to promoting and protecting human rights.
- Strong teamwork skills, capacity to take direction and also work independently.
- Ability to present, resolve and address delicate situations with external contacts when required.
- Strong organizational skills and the ability to accurately synthesize data with a high degree of attention to detail.

If you are interested in the above position, please submit your cover letter (including salary expectations) and resume in English to [careers@jhr.ca](mailto:careers@jhr.ca) by **June 15<sup>th</sup>, 2019**. Please state the email subject: "Francophone Project Associate"

We thank all those who apply. Only shortlisted applicants will be contacted for an interview. Interviews will be conducted on a rolling basis, so applicants are encouraged to submit applicants before the deadline.