

FACULTY OF LAW

CENTRE FOR HUMAN RIGHTS

PROJECTS MANAGER (ONE YEAR CONTRACT POSITION)

PEROMNES POST LEVEL 8

In pursuit of the ideals of excellence and diversity, the University of Pretoria wishes to invite applications for the following vacancy.

The University of Pretoria's commitment to quality makes us one of the top research universities in the country and gives us a competitive advantage in international science and technology development.

The Centre for Human Rights (CHR) at the University of Pretoria is seeking an experienced Projects Manager to manage the activities of its flagship Master's programme in Human Rights and Democratisation in Africa and the Human Rights Clinics attached to this programme. The appointment will be on a fixed-term renewable contract for one year, subject to the availability of funding and performance. The Master's programme has been running since 2000. For more particulars, see www.chr.up.ac.za/

RESPONSIBILITIES

The incumbent will be responsible for a number of key functions, including:

- Overall project management:
 - Coordinating all activities of the Master's programme in Human Rights and Democratisation in Africa and Human Rights Clinics of the Centre;
 - Managing programme resources;
 - Actively monitoring programme progress against expectations and milestones;
 - Drafting narrative and financial reports for submission to donors; and
 - Performing any other tasks as assigned by CHR Management.
- Stakeholder management:
 - Representing CHR at national, regional and international fora including in particular at the African Commission on Human and Peoples' Rights; and
 - Managing and maintaining relationships with partner organisations, institutions, development partners, donors, academia and related groups.
- Programme funding:
 - Financial management, accountability and reporting;
 - Identifying potential funding sources for programme activities and submitting budgets and proposals as required; and
 - In conjunction with other staff at CHR, contributing to the drafting of proposals as and when required.
- Research and promotion of human rights:
 - Promoting human rights in Africa through research and publications;
 - Lecturing and training on human rights in Africa.

MINIMUM REQUIREMENTS

- A Master's degree in human rights law or in a related field;
- At least two year's project management experience, preferably in the tertiary education and/or civil society sector; and
- Experience in working with partners across the African continent.

REQUIRED COMPETENCIES (SKILLS, KNOWLEDGE AND BEHAVIOURAL ATTRIBUTES)

- Project and financial management skills;
- Good interpersonal and communication skills, both written and verbal (English);

- Demonstrated understanding of the international human rights instruments and mechanisms, particularly with respect to Africa;
- Networking and advocacy experience, preferably at regional fora in Africa;
- Excellent research skills; and
- Ability to work independently.

ADDED ADVANTAGES AND PREFERENCES

- A doctoral degree in human rights or a related field;
- Fluency in French;
- Experience in functioning as part of a diverse, multinational team; and
- Valid South African work and residency permits.

REMUNERATION

The all-inclusive remuneration package for this contract position will be commensurate with the incumbent's level of appointment, skills and qualifications, as determined by University of Pretoria policy guidelines. The maximum salary payable for this position is an all-inclusive amount of approximately R500 000 (dependant on qualifications and experience). This is a fixed-term position in the Centre for Human Rights, not a permanent appointment at the University of Pretoria.

Applicants are requested to apply online at www.up.ac.za and follow the link: Careers@UP.

In applying for this post, please attach:

- A comprehensive CV;
- Names, email addresses and telephone details of three referees whom we have permission to contact

COMMENCEMENT OF DUTIES: 1 September 2016 or as soon as possible thereafter.

CLOSING DATE: 31 July 2016

No application will be considered after the closing date, or if it does not comply with at least the minimum requirements.

ENQUIRIES

Ms Carole Viljoen: Email: Carole.Viljoen@up.ac.za or Tel: (012) 420 3810.

Should you not hear from the University of Pretoria by 31 August 2016, please consider your application to have been unsuccessful.

The University of Pretoria is committed to equality, employment equity and diversity. In accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets, preference may be given, but is not limited to candidates from under-represented designated groups.

All candidates who comply with the requirements for appointment are invited to apply. The University of Pretoria reserves the right not to make an appointment to the posts as advertised.