



JOB TITLE	Human Rights Education Program Officer (PATERNITY LEAVE REPLACEMENT)
TEAM	Human Rights Team
DEPARTMENT	HRE Program Dept.
REPORTS TO	Advocacy and HRE Program Director
RESPONSIBLE FOR	
SCALE	Officer
CONTRACT TYPE/ HOURS PER WEEK	6 MONTHS FIXED TERM CONTRACT- 40 HOUR PER WEEK

OVERALL PURPOSE OF THE JOB

Amnesty International is an internationally renowned global movement made up of people who work to ensure that human rights are respected and protected, and to prevent human rights violations. Its vision is to enable everyone's access to human rights as defined in the Universal Declaration of Human Rights, as well as to all international human rights standards.

The primary responsibilities of the Human Rights Education (HRE) Program Officer (PO) are execution of the Human Rights Education program/projects, make the planning to carry out projects, maintaining HRE website, working with/coordinating experts, producing publications and digital HRE materials, conducting research for innovative online/offline education methods. PO will carry out the implementation of project(s) in accordance to the work plan, budget(s), donor requirements and internal procedures.

PO will be responsible for planning, implementing, monitoring and evaluating Human Rights Education Program Department activities, under the supervision of Advocacy and HRE Program Director. The PO is expected to implement positive and effective relationships with the donor, key partners, consultants, trainers, vendors and stakeholders in support of promoting Amnesty International Turkey's objectives.

MAIN TASKS:

Project-related activities

- Plan and implement the project's activities and ensure the quality of implementation,
- Monitor and assess project progress and performance, including reviewing deliverables, and make recommendations where project activities may need to be adjusted based on results against targets,
- Ensure all work has been completed on time in a safe, prompt, and professional manner,
- Full and comprehensive documentation of all project activities in line with the department-adapted approach,
- Organize and contribute to trainings, meetings, workshops, events, and delegations and/or consultant trips; anticipate administrative needs and, in close consultation with HRE and finance staff, take appropriate actions.
- Ensure timely and accurate reporting and review projects reports before being submitted to the donor in close consultation with HRE staff.
- Support the preparation of the projects budget and ensuring the expenses are in line with the budget.
- Attend meetings and keep up to date on the latest information about the program team, program activities and program partners.
- Work with the relevant staff and external experts in planning, scheduling and content assessment of education activities of the projects.
- Carry out preliminary research and make proposals for printed materials, digital visual content and publications to be prepared within the scope of the HRE program activities, conducts the production and purchasing processes, produces and distributes them in cooperation with the relevant team staff.
- In consultation with the Department Director and in collaboration with the HRE staff, set methodologies, timetables and resources for project evaluations.
- If required, produce project proposals and reports according to AI Turkey standards and donor-related requirements (funding proposal / reports) in collaboration with the Department Director and the HRE team.

Communications & Internal and External relations

- In coordination with the Department Director, engage with local and international organizations regularly.
- Contribute to figure out additional funding opportunities for AI Turkey programs; develop and maintain good relations with donors.
- **Identify** the funding/donor opportunities, prepare project applications and make submissions under supervision of related HRE staff and Department Director.
- Works with the relevant team staff to ensure effective integration by sharing data with other relevant departments and to make necessary preparations for application processes of the participants in the training / workshops of the projects in accordance

with work and confidentiality rules while informing the Department Director regularly.

- Sustain communication and correspondence w/ related staff in the IS.
- Monitor the use of program expenditures and identify areas for cost saving in consultation with the department Director.
- Ensure compliance with donor requirements for allowable and unallowable expenditures.
- Under supervision, create initial drafts of budgets.
- In coordination with finance staff, ensure that correct financial and administrative procedures are followed.
- Assist procurement of services, supplies, equipment and payments; follow up project expenditures in close coordination with the Organizational Support Department.

Skills and Experiences

- Commitment to human rights and Amnesty International's core values
- Minimum 2-3 years of experience in NGOs and iNGOs in project management, human rights, education or communications
- Bachelor's Degree or equivalent
- Proficiency in MS Office Applications (Excel, PowerPoint, Word) and cloud based systems (Microsoft, Google etc.)
- Experience in delivering training and presentations: Experience or skills in facilitating and coordinating workshops and meetings
- Experience on Human Rights Education projects is desirable
- Experience on international donor fundings and project preparation/application
- Experience on publishing, research, organization and education skills are desirable
- Good attention to detail and analytical skills
- Good planning and coordination skills, ability of managing conflicting demands, meeting deadlines and adjusting priorities
- Strong communication (written and spoken), and interpersonal skills in English
- Ability to complete work in a timely manner while working on simultaneous tasks
- Ability and desire to learn new concepts/skills quickly
- Good problem solving, analytical, and organizational skills
- Proven experience in the timely preparation and submission of clear and concise reports

ABOUT US

Amnesty International is a global movement of more than 10 million people who campaign for a world where human rights are enjoyed by all.

Our aim is simple: an end to human rights abuses. Independent, international and influential, we campaign for justice, fairness, freedom and truth wherever they are denied. And whether we are applying pressure through powerful research or direct lobbying, mass demonstrations or online campaigning, we are all inspired by hope for a better world: One where human rights are respected and protected by everyone, everywhere.

At Amnesty International Turkey, we are passionate about what we do and we are proud of our achievements as a movement. Equality and diversity are at the core of Amnesty Turkey values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Application Information:

AI Turkey is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply.

AI Turkey does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

AI Turkey is not able to respond to every applicant individually due to the anticipated high number of applications. *We thank all applicants; however, only short-listed candidates will be contacted for interviews.*

Interested candidates, please send a CV and a Cover letter (in a separate file of no more than one A4 page) in English describing how your skills and experience match the requirements of this post, to ik@amnesty.org.tr with REF: PO2101 by May 26,2021 (COB).

Applications in languages other than English will not be reviewed.

ONLY Turkish citizens who are legally able to work in Turkey will be considered. This position requires **native Turkish language** skill.

