

JOB DESCRIPTION

AMNESTY INTERNATIONAL NIGERIA NATIONAL OFFICE

JOB TITLE: HRE (Human Rights Education) Assistant
AMNESTY INTERNATIONAL ENTITY: Nigeria National Office
LOCATION: Abuja

JOB SUMMARY: To implement Amnesty International's human rights education (HRE) work in Nigeria and to work with regional and global HRE teams to increase and strengthen mobilization for greater human rights impact through pioneering new human rights education models and approaches to engaging people for social change.

AMNESTY NIGERIA PURPOSE: Amnesty International Nigeria is a national human rights entity that is part of a global human rights movement, established to address national human rights priorities as well as create the possibility for people in Nigeria to join Amnesty International's global human rights campaigns. Our mission in Nigeria is to address pertinent national human rights issues through research, campaigning and human rights education, and to empower Nigerians to take action on issues that matter to them through AI's international human rights movement; and to leverage Nigeria's influence regionally and globally to promote human rights domestically, bilaterally and internationally.

AMNESTY INTERNATIONAL PURPOSE: Amnesty International operates from a number of sites around the world and gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal rights standards.

WORKING RELATIONSHIPS

Reporting to: Programmes Manager - Amnesty International Nigeria

Posts that this job manages: None

Other key relationships: Amnesty International Nigeria staff particularly the activism and growth Assistant, campaigners; The Human Rights Programme at the International Secretariat (IS) including HRE coordinators at regional level and in other sections; Global fundraising team, Activism and Youth coordinators;

MAIN RESPONSIBILITIES



- Design and implement a Human Rights Education (HRE) strategy and plan for AI Nigeria.
- Identify and conceptualize human rights education work with potential for successful fundraising, provide and present human rights education work in a way that helps to attract donors.
- Support the development and implementation of human rights education initiatives in Nigeria, including problem identification, project design and planning, implementation, budget management, evaluation and reporting to relevant bodies within and outside the Amnesty International movement to ensure that projects are effectively managed within the context of the Global Human Rights Education Strategy and other international, regional and national strategies and policies.
- Support improved human rights education capacity of staff in the Nigeria national office, as well as partners, activists, supporters and other participants by:
 - Analysing HRE capacity building needs and facilitating capacity building initiatives for these target groups.
 - Identifying, adapting and developing HRE resources relevant to the needs of the country.
 - Ensuring high quality, transparency and accountability of key processes in human rights education work in the country, including: the selection of partners; recruitment of participants; project design, development, and budgeting; project approval process; financial management and reporting; support system for partners and participants.
 - Implementing monitoring and evaluation, learning, and reporting related to national HRE projects
- Promote the right to human rights education and advocate for access to human rights education in Nigeria.
- Implement human rights education work online and offline, ensure the alignment with global and regional campaigns and contribute the human rights education perspective in the country to internal AI policies, approaches, strategies, activism, and research.
- Identify and analyse lessons learned from current HRE practices within the region and the Amnesty International movement. Reproduce lessons learnt and facilitate a shared learning process in order to ensure effective implementation of the project.
- Raise visibility, communicate and promote the impact of human rights education within and outside the organization in Nigeria using international, regional and national communications mechanisms.
- Ensure human rights education is part of an integrated and coordinated approach to human rights change in Nigeria, through liaising and collaborating with other staff, various global teams and partners.
- Contribute to activism and growth activities through human rights education.
- Contribute to the AI Nigeria team's response during a crisis or unexpected work.

This is not an exhaustive list of duties. The need for flexibility is required and the post holder is expected to carry out any other related duties, that are within the employee's skills and capabilities whenever reasonably instructed.

SKILLS, ATTRIBUTES AND EXPERIENCE



- A Bachelor's degree in the arts, social sciences, international relations, law, development studies, or related disciplines
- A master's degree would be an advantage;
- At least 3 years' work experience;
- Experience working on or implementing HRE projects;
- Demonstrated commitment to human rights, e.g. through previous work, membership of a network etc
- Experience in networks, coalition building and relationship development with other governmental and non-governmental organizations;
- Excellent attention to detail and ability to draft and proof-read research, communication and campaign materials tailored to the appropriate audience including through digital channels;
- Excellent oral and written communication skills in English; other relevant local languages or additional foreign languages desirable;
- Strong interpersonal skills, a helpful and personable attitude;
- Excellent analytical skills with strong attention to detail
- Knowledge of UN mechanisms as well as national and regional inter-governmental mechanisms in the promotion of human rights education
- Ability to work under pressure, maintain personal effectiveness by managing own emotions, manage conflicting demands, multitask and work to deadlines to achieve results.
- Able to work in a manner that is consistent with the organisation's core behaviours and competencies;
- Possess a high level of resilience, is creative and able to be flexible and change orientation as required;
- Ability to use sound judgment and initiative, solve problems and provide constructive inputs;
- Ability and willingness to undertake personal administrative tasks in accordance with Amnesty International's guidelines on self-servicing;
- Ability to use participatory approaches, methodologies and tools when working with rights holders, partners, AI staff/activists and others;
- Good working knowledge of standard Office software e.g. Word, Excel, PowerPoint, Outlook;
- Good understanding and use of social media e.g. Facebook, Twitter, Instagram
- Experience of information management, including the creation and maintenance of electronic databases;

EQUALITY STATEMENT

Equality and diversity is at the core of our values and 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.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a



security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

