

Human Rights & International Humanitarian Law Secretariat Communications, Monitoring and Evaluation Officer Terms of Reference

The Human Rights and International Humanitarian Law Secretariat (hereinafter the Secretariat) is a joint donor programme sponsored by Denmark, the Netherlands, Sweden and Switzerland. The overall objective of the Secretariat is to contribute to the effective realisation of and adherence to human rights and international humanitarian law in the occupied Palestinian territory and to influence the behaviour of the relevant duty bearers, including Israel, the Palestinian Authority (including the government in Gaza), through civil society organisations. The Secretariat primarily works with and supports Palestinian and Israeli human rights (HR) civil society organisations (CSOs) active in the oPt, providing core funding for strategic partners.

The Communications, Monitoring and Evaluation Officer (CMEO) is tasked to: (1) ensure effective and efficient results based monitoring and evaluation practices of the HR/IHL Secretariat and contribute to Secretariat MEL processes through the synthesis and sound analysis of M&E data; 2) work closely with the PD and Secretariat team to produce high quality reports; and, (3) work closely with the PD to ensure appropriate, strategic and quality communication in the service of the Secretariat's objectives (including risk monitoring and mitigation).

The officer will ensure that the M&E systems work effectively and tools for both the management of CSO funds, and manage effective data collection and management tools for easy access and analysis. The officer will also ensure effective linkages between M&E and financial reporting. The CMEO will contribute to analysis of M&E data, including identification of key trends, opportunities and challenges for the HR sector as well as success stories and lessons learned amongst CSO partners and by the Secretariat.

To ensure proper internal and external communication practices, the officer will work according to the Secretariat communication strategy in order to provide both strategic as well as operational communication support to achieve the programme's objectives. The annual report (two) will be the key communication tool for the current period. The MECO will also be tasked with the maintenance of the Secretariat website ensuring quality content and using a sound risk mitigation strategy under the close supervision of the PD. S/he will play a key role in report writing and will provide translation of documents as needed. The MECO will take responsibility for timely responses to the Secretariat's info@ mail and coordinating input to and drafting of the internal monthly updates under the close supervision of the PD and will support the team in ensuring regular, responsive communication and outreach to the CSO community. S/he will also play a key role in information management including documentation and archiving.

In all of her/his duties the CMEO needs to consider means, targets and messages to be conveyed by the Secretariat, to ensure:

- Mutual external and internal principles of communication amongst Secretariat staff

- Effective and transparent communication of its services (procurement notices, application procedures, capacity building activities, platforms for experience sharing and policy dialogue, fund database) and use of web based tools
- Risk monitoring and risk mitigation (both internal and external)
- Monitoring and updating of progress in line with the Secretariat results frame work, and ensuring consistency with its theory of change and M&E tools and reporting structures.

The Officer reports directly to the PD. Performance appraisal discussions between the Officer and the PD will take place bi-annually, based on the terms of reference and Secretariat performance assessment plan. It is the responsibility of the Officer to take minutes of these discussions, to document conclusions and agreed actions, and to feedback agreed improvements into the implementation of the Secretariats work.

The CMEO should have the following minimum competencies and conditions:

- Graduate degree in human rights, law, gender, media or related field.
- At least 5 years of experience working with Palestinian civil society in Palestine from a rights-based approach, involving at least 3 years of work in public relations/communications, including use of social media.
- Demonstrated knowledge of and experience in results-based planning, M&E and/or applied research and risk assessment and mitigation.
- Proficiency in spoken and written Arabic.
- Excellent research, analytical and writing skills in English.

Personal merits

- Commitment to working for the advancement of human rights.
- Excellent communication skills.
- Respectful and diplomatic in working with a diverse range of people and organisations.
- Excellent mentor, networker and alliance builder.
- Excellent research and analytical skills.
- Able to think and act with independence while also acting as a collaborative team player.
- Innovative problem solver and able to cope with pressure and setbacks and respond creatively and effectively to change.

Interested individuals are invited to send applications, including CV, a cover letter explaining interest and highlighting relevant experience, a writing sample, and two reference contacts to: info@RIGHTSecretariat.ps, by 4pm (Jerusalem time) on 1 April 2017. Incomplete applications will not be considered.

Please include the desired position title in the subject line.

Women are encouraged to apply. The Secretariat and its managing partners are equal opportunity employers.

Only shortlisted applicants will be contacted.