

Human Rights & International Humanitarian Law Secretariat  
**Civil Society Organisations Facilitator**  
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 CSOF is the primary regular point of contact with technical staff of CSO partners. The CSOF is responsible for ensuring effective and accountable grants management of all CSO partners within her/his portfolio.

**Key responsibilities of the CSOF include:**

- Follow-up and support to CSOs within her/his portfolio in accordance with the Fund Management Manual in relation to: reviewing action plans; proper programme implementation; monitoring of activities; reporting on results; tracking receipt of deliverables, documents, reports, payment requests, bank certificates, and all other mandatory requirements; and ensuring proper and timely closure of grants.
- Maintain complete CSO files in accordance with the Fund Management Manual and auditor requirements.
- Support the Finance Manager in continued assessment of partners' value-for-money assessment and efficiency.
- Monitor the work of partner CSOs and report on progress made by partners; collect, document, and communicate lessons learned, challenges, opportunities, successes and outcomes of partners' work. Monitoring is expected to contribute to enhancing cooperation and collaboration among CSOs (CSO to CSO), donors (CSO – donors), and the Secretariat (CSO – Secretariat), and feed into enhancing cooperation and dialogue.
- Monitor trends affecting the HR and IHL situation in Palestine. Promote HR/IHL innovation amongst CSO practices and share across the CSO environment. This may require carrying out research on human rights and IHL thematic issues, gaps analysis, stakeholder analysis, mapping the CSO sector and its needs, and monitoring best practices.
- Contribute to implementation of the Secretariat's M&E plan and preparation of monthly and annual reports.
- Provide support to CSO partners as needed on programme cycle management, results-based management, ensuring a Human Rights Based Approach (HRBA), or other areas related to programme deliverables, reporting and compliance with grant objectives and requirements.

- Support the development of networks and partnerships around HR and IHL issues amongst CSOs, with key PA institutions and local media.

The CSO facilitators (CSOF) report directly to the PD. Performance appraisal discussions between the CSOF 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 CSOF to take minutes of these discussions, to document conclusions and agreed actions, and to feedback agreed improvements into the implementation of the Secretariat's work.

**The CSOF 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 as implementer, designer and/or evaluator and including experience in capacity development needs of CSOs, preferably in Palestine and using non-traditional methods, including mentoring/ coaching or the like.
- Proficiency in spoken and written Arabic and strong analytical and English language writing skills.
- Experience with grants management, appraisal of grant applications, and core funding support in particular, strongly preferred.
- Experience with results-based planning, monitoring, evaluation and learning tools and HRBA, strongly preferred.

**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](mailto: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.*