

## Programme Officer – Digital Rights and Policy at Dorbe-Leit Solutions Limited

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### Job Description

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Dorbe-Leit Consulting Limited is a consulting practice providing transformational human resource management based services. We become involved with our clients in their transformation, providing services that are value-adding and measurable in their contribution to our clients' success. Catapulting your business to success is our purpose.

### ABOUT THE ROLE

The Programme Officer – Digital Rights and Policy implements and coordinates digitally-oriented projects at ARTICLE 19 as well as leads the organization in the area of digital freedom of expression and freedom of information.

### KEY RESPONSIBILITIES

Lead the implementation of impactful, digitally-oriented projects at the ARTICLE 19 Eastern Africa regional office to expand leadership in the fields of freedom of expression and information;

Serve as the primary cross-organization focal point for developing and coordinate ARTICLE 19 Eastern Africa regional office's programmatic digital work;

Represent the ARTICLE 19 Eastern Africa regional office in regional and international fora to solidify our leadership in the areas of digital freedom of expression and information;

Scan (continually) the external environment and maintain a broad network with potential

partners to identify project opportunities to expand the realization of the rights to freedom of expression and information;

Working with other programmatic and thematic leads to develop and implement programmatic activities in order to enhance program/thematic engagement;

Exploring the intersection between law, policy and technology and look for opportunities to include a rights-based perspective in policy and legislative FOE, privacy, access, digital security and business and human rights discussions, in collaboration with ARTICLE 19 International Office's law programme;

Providing technical expertise and knowledge of digital for a in support of ARTICLE 19's work on human rights and digital law, policy and principles;

Collaborating with the communications team to provide advice and support as requested in regard to campaigning (social media) utilizing digital technologies;

Collaborating with the finance team, to provide advice and support as requested in relation to the digital program's administrative and financial affairs;

Securing resources that will support the programmatic work in this area;

**Other:**

Undertake other duties commensurate with the role as may reasonably be assigned by the Regional Director

Ensure maintenance and development of media and protection programme files, and contribute to the development of relevant information systems to improve institutional memory and learning.

**PERSON SPECIFICATION**

**Education and Knowledge:**

Bachelor's Degree level or equivalent with a post-graduate qualification in human rights, law, African studies, international relations, political science, media, communication, or other relevant field being an added advantage.

Familiarity with human rights, freedom of expression and/or democratization issues in Eastern Africa

Familiarity with international and regional mechanisms for promoting and protecting human rights.

Knowledge of politics and societies in Eastern Africa

**Experience:**

At least 3 years experience in working with digital communications administration work in the human rights sector;

Experience working with partner organizations;

Experience working in a cross-cultural environment.

**Skills and abilities:**

Able to operate on own initiative with demonstrable time-management skills;

Excellent written and spoken English and Kiswahili;

Analytical and strategic planning skills;

Excellent project management and administration skills (including financial management and reporting);

Excellent research and report-writing skills

Excellent writing and presentation and advocacy skills;

Excellent communication skills and sensitivity in working with people from various cultural and social backgrounds;

Excellent organisational and logistical skills;

Excellent skills in word processing and working with spreadsheets;

Familiarity with the use of e-mail and the internet;

Ability to work under pressure, with little administrative support and to meet strict deadlines.

**Other requirements:**

Commitment to ARTICLE 19's values and objectives;

Commitment to equal opportunities;

Ability to travel extensively.

## **DESIRABLE**

Knowledge of French

Experience of working in an NGO environment;

Experience with civil society capacity-building, including training;

Experience of writing/editing publications.

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