



## **THE NATIONAL HUMAN RIGHTS COMMISSION**

**National Secretariat, Kotu (Opposite DSTV), KSMD**

**Telephone: 4461711 / 4461713**

### **VACANCY ANNOUNCEMENT**

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified persons for the position of **Resource Mobilization Officer**. The post holder is expected to play a leading role in sourcing for funds from donors to implement the Commission's activities. He/she will be posted to the Directorate of Programmes and Resource Mobilization and report to the Head of Programmes.

**Either late or incomplete applications will not be considered.** Due to the high volume of applications expected for the position, only shortlisted candidates will be contacted. *The National Human Rights Commission is an equal opportunity employer. Therefore, qualified females are encouraged to apply.*

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the post include:

- Develop and implement a resource mobilization plan for the Commission;
- Assess the funding trends and their implication on the Commission's work and strategic positioning;
- Explore and diversify funding sources for the Commission;
- Regularly review and update risk matrix related to fundraising and contracts management;
- Research on possible funding sources and evaluate their suitability for partnership with the Commission;
- Establish and maintain a donor list profile comprising of existing and potential donors;
- Build rapport and recognition with donors, share values and experiences;
- Attend meetings and network with other CSOs to gather experiences about donors, scout for funding opportunities and periodically report on scoping activities;
- Coordinate donors' involvement in the Commission's programmes and activities;
- Coordinate implementation of the Commission's policies and guidelines related to fundraising;

- Provide regular updates on the status of proposals and concept notes submitted to donors for possible funding;
- Negotiate donor contracts and MOUs in line with the Commission’s strategic plan;
- Perform any other assigned duties that commensurate with the position;
- **Not have been involved or associated with any questionable activity or matter connected to the subject matter of the Commission’s mandate;**

### **DESIRED QUALIFICATION, EXPERIENCE & SKILLS**

- Possess at least a bachelor’s degree in Development Studies, Social Sciences or a related discipline from a recognized institution;
- Possess at least four (4) years of relevant work experience in a similar role for a reputable organization;
- Experience in human rights-based approaches, programme management, resource mobilization and grants management required;
- Experience in monitoring and evaluation approaches and methods;
- Experience working for a reputable development organization is an added advantage;
- Have excellent analytical and problem-solving skills;
- Have very good writing skills and be able to produce reports;
- Very good English language skills are required; proficiency in at least two or more local languages is considered a major asset;
- Be proficient in relevant computer applications namely, Microsoft office, Microsoft words, power point etc;
- Have excellent interpersonal and communication skills;
- Fluency in at least two local languages one of which must be widely spoken in the region;

### **IMPORTANT INFORMATION FOR APPLICANTS**

**Deadline for submission of Application: 20<sup>th</sup> May 2022 by 12pm.**

Remuneration: A competitive compensation and benefits package will be offered to the successful candidate.

Send applications together with relevant supporting documents including two reference letters one of which should be from a current or immediate former employer/supervisor clearly marked “**Application for Resource Mobilization Officer**” to:

**The Executive Secretary** or email to: [advert@gm-nhrc.org](mailto:advert@gm-nhrc.org)

***NB: Only applications either hand-delivered or sent by email would be accepted.***