

Job description: Programmes Officer (WPS)

Job title: Programmes Officer

Location: London-based/remote

Duration: 12-month contract

Start date: As soon as possible

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic, positive and hard-working Programmes Officer to join our team. Working across our programmes, this is a great opportunity for an entry-level position where you will learn a lot and grow your experience.

Overview:

Lawyers for Justice in Libya (LFJL) is a Libyan and international independent nongovernmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, underpinned by our own independent research.

We are seeking a passionate, driven, strategic thinker to join our close-knit team as a Programmes Officer. This position will work closely with the Strategic Gender Advisor on a Women, Peace, and Security (WPS) project, supporting its implementation and playing a crucial role in promoting gender equality and sustainable peace in Libya. The Programmes Officer will be a key part of our team, ensuring that WPS concerns are prioritised at domestic, regional, and international levels. You will also help us support other organisations through helping to coordinate our technical support and oversee our grants to partner organisations.

This role requires effective coordination with our partners to ensure seamless collaboration, alignment of project objectives, and enhanced impact of our work. The successful candidate will be responsible for building and maintaining strong, productive relationships with a diverse range of partners.

This role will report directly to the Strategic Gender Advisor.

Responsibilities include, but are not limited to:

Partnership coordination and subgrant management:

- Coordinate regular meetings and updates with partners to discuss project progress, challenges, and opportunities.
- Conduct regular assessments of grantee progress, providing technical assistance and support as needed to ensure successful project implementation.
- Monitor budget utilisation and financial reporting of subgrantees to ensure compliance with funding guidelines.

- Develop and maintain comprehensive project documentation, including partnership agreements, progress reports, and stakeholder feedback, to ensure transparency and accountability.
- To produce regular narrative and financial reports on the projects.

Programme development and implementation:

- Work closely with the Strategic Gender Advisor and Grants and Reporting Manager to design, implement, and monitor projects that promote gender equality and advance the WPS agenda in Libya.
- Conduct research and analysis on the Libyan context, identifying emerging trends and opportunities to enhance programme effectiveness.

WPS advocacy efforts:

- Support the Strategic Gender Advisor and Head of Advocacy in conducting research and analysis on key WPS areas of concern, providing valuable insights to inform advocacy initiatives.
- Assist in drafting briefs, reports, and statements that highlight the importance of gender equality within the context of peace and security.

Other duties include but not limited to:

- Identify opportunities to disseminate key messages and coordinate closely with the Communications team, supporting on social media to reach target audiences.
- Research and identify funding opportunities and draft fundraising proposals for potential new programme activities.
- Participate in meetings with international partners, including in Tunisia, and represent LFJL as required.
- Assist with translation.
- Carry out any other duties as required.

Qualifications and skills:

Education and experience

- Advanced university degree (master's degree or equivalent) in Gender, management, International Relations, Law, Politics or a related subject is required.
- Demonstrable interest in gender, women, peace and security and international human rights, is required.

Skills and knowledge

- Excellent research, analytical and drafting abilities. Ability to conduct legal research and analysis is preferred.

- Proven experience working with Libyan organisations and demonstrated knowledge of the Libyan context, including political, social, and cultural dynamics is a strong advantage.
- Previous experience in managing subgrants or project funds, ensuring compliance with donor guidelines and financial regulations is desired.
- Familiarity with WPS frameworks and international best practices in gender equality and peacebuilding.
- Ability to produce high-quality written material under tight deadlines is required.
- Understanding of the Libyan context and of human rights issues in Libya at the domestic, regional and international levels is an asset.
- Strong communication and interpersonal skills to work collaboratively with partners and colleagues are essential.
- Proven ability to multi-task and meet deadlines effectively, including excellent planning and organisational skills and the ability to work under pressure.
- Experience coordinating and providing logistical support to events and workshops.
- Flexible, patient and adaptive to changing circumstances and requirements.
- Takes initiative, meets commitments, and accepts responsibility for actions and for work.

Languages

- Excellent oral and written communication skills in **English and Arabic are required.**

Remuneration:

£27,500 - £30,000 p.a.

How to apply:

Please email a copy of your CV and a brief cover letter stating why you are suitable for this position to jobs@libyanjustice.org by the **deadline specified on our website**. Please also include the names and contact details of two referees who can speak to your experience in a similar role.

You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview. Please do not call to follow up on your application.