



Project Assistant (French-Speaking)

Digital Rights Advocates Project

Responsible to:	Finance and Operations Director
Salary:	£23,250 FTE
Key relationships:	Finance and Operations Director, Finance and Compliance Officer, Project Coordinator
Location:	Remote position
Duration:	Fixed term contract from January 2021 until April 2021, subject to project funding
Hours:	37.5 hours (flexible), occasional evening and weekend work

Media Defence is a charity that provides legal defence to journalists, citizen journalists and independent media worldwide who are under threat for their reporting. Media Defence runs a training programme to defend, promote and strengthen freedom of expression online in East, West and Southern Africa, by supporting legal communities with technical legal expertise to litigate digital rights cases. Media Defence is looking for a highly motivated and energetic individual with a commitment to excellence and professionalism to join the team as Project Assistant (French-speaking) on the Digital Rights Advocates Project.

Role Summary

In this role, you will support Media Defence in administering the Digital Rights Advocates Project, which develops legal communities to defend, promote and strengthen freedom of expression online. Under this project, Media Defence:

- (i) conducts litigation surgeries for lawyers in sub-Saharan Africa on litigating digital rights cases and accessing regional and international human rights mechanisms;
- (ii) fosters active and collaborative networks of lawyers, including through facilitating their engagement with sub-regional and international digital rights events and peer learning networks; and
- (iii) provides grants to national media defence centres and lawyers to ensure that online media, bloggers and journalists have access to skilled lawyers and receive legal representation free of charge.

This post may require international travel.

Main Responsibilities

- Support the organisation of regional litigation surgeries to develop litigation and advocacy skills, including contractual, financial and logistical aspects, for example, assisting participants in obtaining visas and booking flights that comply with donor requirements.
- Support the coordination of structured regional networking events, including contractual, financial and logistical aspects, for example, assisting participants in obtaining visas and booking flights that comply with donor requirements.

- Support the Project Coordinator and Finance and Compliance Officer to manage the partner grant and award process for national media defence centres as well as fixed amount awards.
- With support from the Monitoring, Evaluation and Learning Officer and the Project Team, ensure M&E data and activities for the project are successfully carried out.
- Ensure compliance to donor terms and work closely with the Project Coordinator and Finance and Compliance Officer to generate timely donor reports.
- Support the recruitment, onboarding and management of short-term consultants.
- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested.

Person Specification

- Educated to a degree level or equivalent.
- Experience of organising training, logistics and international travel.
- Excellent time management, administrative and organisational skills.
- Previous experience of administering donor funds and of budget management. Understanding of USAID procurement and compliance regulations is an asset.
- Strong written and oral communication skills, experience of communicating to a wide variety of audiences, excellent written and spoken English and French.
- Knowledge of data protection regulations and experience of handling personal data.
- Ability to work independently and flexibly as part of a small team, with a strong commitment to learning and improvement.
- Ability to work in multi-cultural environments and build effective working relationships with partners and colleagues around the world and willingness to undertake international travel.
- Familiarity with human rights / legal systems in the relevant sub regions.
- Passion and commitment to the mission and vision of Media Defence.
- Proficient IT user including Microsoft Office Packages, internet and email.

Media Defence is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender identity or age.

To apply, please submit your CV and a cover letter outlining how you meet the person specification to: recruitment@mediadefence.org by **30 November 2020**.