

JOB DESCRIPTION

Position: Human Rights Impact Hub Project Administrator

IPHR is recruiting a Hub Project Administrator responsible for managing IPHR's Human Rights Impact Hub and related capacity-building, networking and accountability work in the Former Soviet Union (FSU) region. Interested candidates are invited to apply by sending a CV together with a cover letter and the names of two referees by 15 July 2021, to the attention of:

Recruiting committee Human Rights Impact Hub Project Administrator

iphr@iphronline.org

About IPHR:

International Partnership for Human Rights (IPHR) is an independent, non-governmental organization founded in 2008. Based in Brussels, IPHR works closely together with civil society groups from different countries to raise human rights concerns at the international level and promote respect for the rights of vulnerable communities.

Our mission

IPHR is committed to promoting human rights worldwide. It acts to empower local civil society groups who are working to advance the protection of human rights in their respective countries and assists them with raising human rights concerns at the international level. In cooperation with partner organizations, IPHR advocates on behalf of individuals and communities who are among those most vulnerable to discrimination, injustice and human rights violations.

Our core values

Partnership: Building partnerships is a cornerstone of our work. In our cooperation with local human rights groups, we always strive to establish partnerships that are based on equality and mutual respect.

Responsiveness: We are responsive to the needs of our local partner organizations and work to support them to address pressing human rights concerns and reach out to the international community.

Commitment: We are driven by a strong commitment to promoting human rights and advancing the mission of our organization to the benefit of individuals and communities in our target countries.

Integrity: We carry out our mandate in an independent and impartial way, take responsibility for our work, and demonstrate accountability to our donors, partners and others with whom we cooperate.

The Human Rights Impact Hub

The Human Rights Impact Hub is a project managed by IPHR which seeks to support lawyers, human rights defenders and environmental activists with a strong legal background from countries of the FSU to enhance accountability for serious human rights violations and environmental damage. The Hub serves as a platform which regroups complementary capacity-building, individual mentoring and knowledge-sharing opportunities on universal jurisdiction, targeted sanctions and environmental/climate litigation to provide participants with the necessary practical skills to engage in innovative and impactful legal actions. The Hub is built around the vision that these three underexplored legal mechanisms are promising alternatives to conventional judicial remedies which will allow for perpetrators of grave human rights abuses and environmental degradation to be held accountable, for an end to impunity and for justice to be sought on behalf of victims.

The Hub functions based on the following model. Firstly, IPHR identifies lawyers as well human rights and environmental defenders showing a motivation to engage in innovative and creative legal actions and test promising legal instruments. Secondly, IPHR trains selected participants through an online interactive training module on one of the Hub's three topics (universal jurisdiction, targeted sanctions and environmental/climate litigation). Once the training has been delivered, IPHR then selects a small number of lawyers out of the larger group of trainees to work on real-life assignments and concrete cases of human rights violations and/or environmental damage in their respective countries. At this stage, IPHR supports selected local lawyers through an individual mentoring system so that they can effectively use universal jurisdiction, targeted sanctions and environmental/climate litigation. At the same time, IPHR manages a virtual pan-Eurasian network on these three legal mechanisms to ensure that Hub trainees

can exchange their views and share their experience in a constructive manner. Through this set of interdependent activities, the Hub assists local lawyers in building impactful legal actions to bridge the impunity gap in the FSU region and increase access to justice for affected communities and individuals.

Role and Description of Duties

As a Hub Project Administrator, you will be responsible for managing the Human Rights Impact Hub and its activities. Under the overall supervision of the Programme Manager and in collaboration with IPHR's legal team, the Hub Project Administrator's prime responsibilities will include:

- Drafting and launching the call for applications.
- Selecting lawyers, human rights defenders and environmental defenders with a strong legal background to participate in the Hub's training.
- Conducting and delivering the Hub's training modules to English and/or Russian speaking audiences.
- Liaising with external experts on the Hub's three topics, creating new partnerships, and organizing and moderating guest sessions during the training modules with these external experts.
- Supporting the creation of new Hub training modules, ensuring that already existing training modules are updated with latest political and legal developments, translating training modules from English to Russian.
- Strengthening the Hub's outreach efforts and communication strategy to increase the number of participants in the Hub trainings and increase local partners' knowledge of the Hub's existence.
- Reviewing cases of human rights violations and environmental harm in FSU countries which Hub trainees present and propose to IPHR once training modules have been delivered.
- Selecting cases that are likely to result in impactful action through universal jurisdiction, targeted

sanctions and environmental/climate litigation, connecting Hub trainees with IPHR experts for individual mentoring, forwarding selected cases to IPHR's legal team and legal consultants.

- Supporting the development of legal actions and the engagement of Hub lawyers in strategic litigation.
- Managing a litigation fund to provide financial support on a case-by-case basis to Hub lawyers.
- Finding a hosting platform for the Hub's virtual pan-Eurasian networks and ensuring the pro-active involvement of past trainees in the three networks.
- Identifying potential funding opportunities and calls for proposal to support the Human Rights Impact Hub project.
- Monitoring and updating the Human Rights Impact Hub website with latest political and legal developments.
- In liaison with the monitoring and evaluation team, tracking the Human Rights Impact Hub's project outputs. Flagging and following-up where planned results are not being achieved, identifying the reasons for this and planning a strategy with the rest of the IPHR team for corrective action(s) as need be.

Qualifications required

The successful candidate will have:

- A university degree in social sciences, law, planning development;
- Fluency in English and Russian languages;
- A high level of integrity and ability to work as part of a professional team;

- The ability and willingness to work under high pressure to meet tight deadlines;
- Good communication and interpersonal skills;
- A supportive personnel management style.