



VACANCY – PROGRAM OFFICER – ADVOCACY AND COMMUNICATION

The **Independent Medico-Legal Unit (IMLU)** is a governance, health and human rights non-profit making organization, whose vision is *A Just World Free from Torture, Violence and Discrimination*. Our work is underpinned by a holistic approach involving litigation, medical and psychosocial rehabilitation of survivors of torture, monitoring government adherence to its human rights obligations and advocacy for policy, legal and institutional reforms. Over the last two decades we have assisted over 5,000 victims of torture, cruel, degrading and inhuman treatment through the support of our national networks of professionals: doctors, trauma counselors, lawyers, paralegals, human rights monitors and journalists.

To support IMLU's Vision 2021 that entails strengthening the social movement against torture, violence and discrimination, we are looking for a highly motivated individual for the role below.

Job Title	PROGRAM OFFICER – ADVOCACY AND COMMUNICATION
Location	Nairobi with frequent travel
Position reports to	Program Manager
Duration	1 year
Required	Immediate

The Overall Purpose of the Function

Lead in **designing, implementation, monitoring and reporting** of advocacy and communication strategies in line with the institutional strategic plan. **Stakeholder identification** and **nurturing** of strategic alliances and movement building towards creating needed support for advocacy initiatives at grassroots, national and international level.

Description of Main Duties or Tasks Performed by the Job Holder

A. Program Design, implementation, monitoring and reporting

- Develop and lead the implementation of IMLU's advocacy and communication strategies and policies
- Manage IMLU's advocacy and communication program
- Enhance IMLU visibility on matters related to its mandate
- Provide leadership and coordinate related community outreach activities
- Developing, collating and disseminating advocacy resources, and providing advocacy guidance to the Programmes' team;

- Draft and support the production of advocacy material to be used at national, regional and international levels.

B. Monitoring and Evaluation

- Timely, quality and consistency of institutional annual report
- Overall responsible for IMLU's annual reports and newsletter
- Convene and coordinate media and publicity events
- Prepare project and donor reports related to the role

C. Communication and institutional visibility and profile

- Ensure timely, consistent and effective media monitoring with a view of assessing the level of coverage and respond to arising issues/criticism (negative or positive);
- Communications and media opportunities are identified and responded to in order to ensure that IMLU is a credible source for the media, partners, donors, governments, communities and IMLU staff.
- Ensure the institutional communications policy and strategy are up to date and are adhered to
- Prepare communication tools and materials: publications, reports, media releases, website, e.t.c.
- Ensure the Resource Centre is up to date, secure and accessible to users
- Ensure network of journalists is efficiently and effectively managed towards fulfilling institutional Vision and Mission;
- Work with other programme team to ensure the collection and documentation of interesting case studies, success stories, lessons learnt from field-based programmes in all locations and sectors, for use in advocacy and media work and for quality reporting purposes;
- Collecting relevant information for the purposes of public policy advocacy

D. Security Sector Reforms

- Responsible for implementation of an effective police reforms strategy in line with IMLU's strategic plan.
- Convening and coordination of the Police Reforms Working Group-Kenya (PRWG-K)

E. Line management

- Lead in preparing performance targets and ensuring staff meet these targets
- Mentor, coach, support and motivate staff towards high performance levels
- Lead in developing effective and productive linkages with other programs in line with IMLU's holistic approach

F. Resource Mobilization and Management

- Lead the team in ensuring adherence to institutional policies and procedures
- Identification of advocacy and communications financial needs and writing funding proposals
- Preparing grant reports for the program

G. Networks and partnerships

- Developing networks and partnerships with other human rights organizations involved in the anti-torture campaign
- Actively participate and represent the organization in various networks/platforms and movements to share and promote IMLU objectives on various issues

Any other duties as assigned by your supervisor and, or the Executive Director.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

	Minimum	Desirable
Qualifications	<ul style="list-style-type: none"> • First degree in relevant social sciences: preferably development studies, law, human rights, program management, journalism. 	Post graduate training in relevant social sciences, preferably development studies, law human rights, program management, and advocacy. Others may include journalism, international relations
Experience	<ul style="list-style-type: none"> • At least three years' NGO experience in managing human rights and governance related public policy, legislative and institutional reforms, • Experience in community mobilization, organization and advocacy programmes. • Experience in working with the media to give visibility and voice to victims and reform issues • Competence in IT including relevant to web content management. • Experience in security sector reforms advocacy an added advantage. 	At least five years' experience in managing communication and advocacy programmes
Other attributes	<ul style="list-style-type: none"> • High personal integrity • Highly analytical; able to absorb and analyze high volumes of information; research skills; ability to organize work and prioritize tasks, collaborative and team player; able to nurture strategic partnerships; • Excellent communication and organizational skills: writing and presentation skills • Ability to work with minimum supervision, in a team and under pressure • Passionate about mobilizing for measurable change outcomes affecting most vulnerable and marginalized 	

APPLICATION PROCEDURE:

If you believe you are passionate and committed to human rights and have the experience and qualifications we are looking for, please send your application letter and CV, including your **current salary, expected remuneration, three professional referees and day time telephone contacts** to: jobs@imlu.org with the subject matter **PROGRAM OFFICER – ADVOCACY AND COMMUNICATION** by 4pm, Thursday, 30th May, 2019.

IMLU website: www.imlu.org

Note: We will only receive email applications, only successful candidates will be contacted. Canvassing will lead to disqualification.