



JOB PROFILE

A. Post Information	
Post Title	Head: Human Rights Advocacy and Communication Programme (HuRACP)
Component	Programmes Support Division
Location	Head Office - Johannesburg
Post Reports To	COO: Programmes Support

Job Profile Verification	
Profile Verified By:	Ms Shireen Motara (COO)
Date Verified:	

Job Profile Validation	
Profile Validated By:	Ms Lindiwe Khumalo (CEO)
Date Validated:	

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

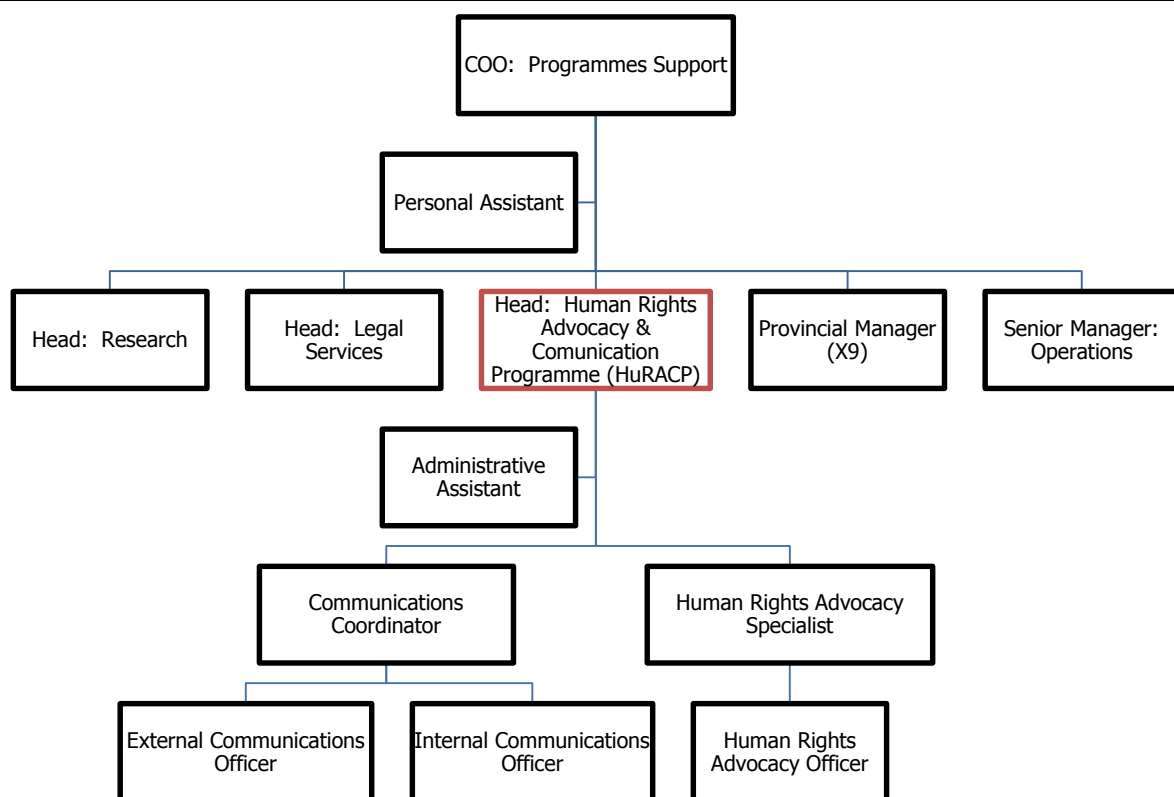
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To lead, manage and ensure the effective promotion and protection of human rights through the implementation of various advocacy, education and training programmes and initiatives; To discharge/implement the promotion mandate of the commission (Section 184 of the Constitution and the Human Rights Commission Act); To manage the communications function of the SAHRC

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Lead and manage the Human Rights Advocacy unit of the Commission in an effective and efficient manner.	1.1	Lead and manage the unit's participation in the development of the Strategic and Annual Performance Plan (APP) of the Commission.
		1.2.	Manage the development of the operational plan for the unit in line with the strategic and annual performance plan of the Commission.
		1.3	Manage, monitor, evaluate and report on the implementation of the unit's operational plan, taking corrective actions where necessary.
		1.4	Manage the unit's budget in line with requirements.
		1.5	Oversee and manage human resources within the unit in an efficient and effective manner.
		1.6	Ensure good governance within the unit in line with relevant legislation, regulations and policies.
		1.7	Manage and ensure compliance with asset management and IT policies and procedures.
		1.8	Manage the performance of all direct reports.
2	Ensure the provision of effective human rights advocacy services	2.1	Lead and direct the planning, development and implementation of human rights advocacy, training and education strategies.
		2.2	Ensure the alignment of the Advocacy plans to the strategic objectives and priorities of the SAHRC
		2.3	Monitor the implementation of the advocacy plan and provide strategic advice where required.
		2.4	Provide advice and support to provincial offices and the entire HRC on advocacy strategies and challenges.
		2.5	Develop common advocacy, training and education approaches, including quality standards across the SAHRC.
		2.6	Oversee the design/development of human rights advocacy, training and education materials/ Ensure

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Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
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			that there is uniformity of all advocacy/educational materials and that the messages contained therein further human rights interests issues as per legislations and guidelines.
		2.7	Ensure that the advocacy/educational materials produced meet the strict quality standards set.
		2.8	Ensure, manage and monitor the implementation of a rigorous quality assurance process
		2.9	Undertake periodic reviews of relevant advocacy materials to determine effectiveness and efficiency.
		2.10	Overall responsibility for the development of reporting templates and the consolidation of monthly, quarterly and annual reports submitted by provincial offices.
3	Oversee the implementation of programmes and initiatives geared towards building internal capacity and creating understanding of human rights issues.	3.1	Lead and facilitate internal dialogues, seminars and events on human rights issues in order to deepen and strengthen internal understanding.
		3.2	Ensure that Provincial HuRACP officers are capacitated through training workshops and other interventions.
		3.4	Oversee the monitoring and tracking of all educational and advocacy work in order to evaluate the success of these interventions and recommend improvements where necessary.
		3.5	Manage the development of an annual monitoring and evaluation report on the impact of the SAHRC advocacy and human rights awareness raising efforts.
4	Build strategic relationships with all relevant stakeholders in order	4.1	Manage external relations, communication and alliance building with all relevant stakeholders including social media.

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No.	KPA Description	No.	Activity Description
	to further human rights awareness creation	4.2	Lead in public presentations, design media messages, and undertake all assigned media engagements.
		4.3	Oversee the effective coordination of all human rights events
		4.4	Ensure the effective management and maintenance of databases of all stakeholders.
		4.5	Develop a comprehensive Quality-assurance system for advocacy within the commission.
		4.6	Ensure that information sessions are held with the relevant stakeholders e.g. community dialogues, walkabouts.
		4.7	Contribute to the establishment and maintenance of a strong network of local and international human rights partners and donors.
5	General Management	5.1	Monitor and resolve internal audit findings raised in the business unit on a quarterly basis. Audit issues to be tracked on a quarterly basis and are resolved as at year end
		5.2	Develop risk treatment plans for the business division's risks as identified in the Enterprise Risk Plan, and reported to the CFO's office on a quarterly basis
		5.3	Ensure that Quarterly inventory stock count and reports for business unit are generated on a quarterly basis
		5.4	Conduct asset verification on a half-yearly basis and report all discrepancies to the CFO within 7 days of discovery
		5.5	Conduct legislative and compliance audit on a quarterly basis and report to COO

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Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
6	Oversee and manage the communications function of the Human Rights Commission	6.1	To develop, oversee and manage the development and implementation of the media and communications strategy for the SAHRC to position it as a thought leader in the human rights arena
		6.2	To act as the spokesperson for the SAHRC
		6.3	Plan, conduct and oversee all media engagement of the SAHRC effectively and within required time frames
		6.4	Drive all print, electronic, social media messaging of the SAHRC
		6.5	Manage/ Oversee the management of all communications channels of the SAHRC including the website effectively

E. Advisory Responsibility	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
To Whom	Type of Advice/ Information
Chief Executive Officer	<ul style="list-style-type: none"> Reporting on the implementation of annual plans and operational plans Expert advice and assistance on advocacy education and training related matters
COO: Programmes Support	<ul style="list-style-type: none"> Reporting on the achievement of strategic objectives by the unit Performance management and monitoring Setting up the advocacy and educational strategies

E. Advisory Responsibility	
	<ul style="list-style-type: none"> • Expert advice and assistance advocacy, education and training related matters
Commissioners	<ul style="list-style-type: none"> • Reporting on advocacy initiatives • Advocacy requirements
Department of Justice and Constitutional Development	<ul style="list-style-type: none"> • Share information • Collaborate on human right advocacy
Other Government Departments	<ul style="list-style-type: none"> • Monitoring and evaluation • Advocacy, training and education advice
Non-Governmental Organisations	<ul style="list-style-type: none"> • Collaboration on advocacy, training and education initiatives
Publishers	<ul style="list-style-type: none"> • Publication of advocacy materials
Public and social media	<ul style="list-style-type: none"> • Promotion of human rights, awareness creation
Donors and strategic partners	<ul style="list-style-type: none"> • Collaboration and creation of strategic alliances in terms of advocacy, training and education initiatives
Other Chapter 9 Institutions	<ul style="list-style-type: none"> • Collaboration with regards to the promotion of human rights

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	<ul style="list-style-type: none"> • 1 (Human Rights Advocacy Specialist) • 1 (Communications Coordinator) • 1 (Administrative Assistant – joint responsibility)
Number of staff indirectly managed	<ul style="list-style-type: none"> • 2 (External Communications Officer and Internal Communications Officer)
Financial accountability	<ul style="list-style-type: none"> • R1, 014, 000 from SAHRC • R1 million from donors and strategic partners

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Financial management • Strategic capability and leadership • Programme and project Management • Problem solving and analysis • People management and empowerment • Knowledge management • Communication • Change management • Service delivery innovation • Honesty and integrity • Client orientation and customer focus • Stakeholder Management • Advocacy • Media Relations Management
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A relevant Masters degree, preferably in law, political science, international relations or other disciplines related to human rights • Knowledge and understanding of all relevant (national and international) human rights legislation/laws • Knowledge of human rights theory and practices • Knowledge and understanding of advocacy and education and training strategies, principles, processes and practices • knowledge and experience of the international and regional human rights system • Knowledge of the PFMA and Treasury Regulations • Knowledge of all relevant legislation, policies and procedures • Knowledge and understanding of monitoring and evaluation • Project and programme management and implementation processes and practices • Should be able to: <ul style="list-style-type: none"> ○ link various related components of performance monitoring and evaluation together (for example, the inputs, processes, activities, outputs, outcomes, and impacts that constitute projects, programmes, and services), to form an integrated whole or system;

	<ul style="list-style-type: none"> ○ set up & manage the PMER system for their Programme, including the ability to - <ul style="list-style-type: none"> ▪ identify performance information requirements; ▪ design performance reports (including system reports) to provide high quality performance information for all reportable areas under their control; ▪ design performance measurements & scores; ▪ analyse, interpret & evaluate performance reports; ▪ communicate performance information effectively; ▪ produce the performance results to the standard, & within the timeframes required. • Applied understanding of: <ul style="list-style-type: none"> ○ the statutory and regulatory requirements regarding performance monitoring, evaluation & reporting, including: Section 38(1)(a)(i) & (b) Section 40(3) (a) of the PFMA, & National Treasury Regulation 5.3.1 for Constitutional Institutions; ○ Government Guide to the Outcomes Approach (2010); ○ Framework for Managing Programme Performance Information (National Treasury, 2007); ○ New Framework for Strategic Plans & Annual Performance Plans (National Treasury, 2010); ○ Statistics SA Statistical Quality Assessment Framework (2008); ○ National Archiving & Records Service of South Africa Standards for Records Management (NARSSA, 2007). • Understand the electronic system/s used in their area of responsibility, in order to: <ul style="list-style-type: none"> ○ ensure the quality of the data; ○ set access levels & authorise data corrections; ○ maintain the integrity of the system; and ○ identify/specify required system design changes to match the operational process & reporting requirements.
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • At least 5 years' experience in a management position. • Experience working in human rights advocacy environment • Background / Experience in media relations and/or engagement • Previous experience as a spokesperson or media commentator in the development or human rights arena.

H. Career pathing	
Next higher position:	COO: Programme Support
What is required to progress:	Refer to job profile for requirements

I. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.				
Title	Name	Employee Number	Signature	Date