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Vacancy Announcement: Administrative Project Officer



Capacity building project in the field of Human Rights Education at the UNTL, Timor Leste

The Global Campus of Human Rights (hereafter Global Campus) is an inter-disciplinary centre of excellence supported by the EU and other partner institutions, aiming at pursuing the continued promotion of human rights and democratisation through education, specialised training, and research cooperation worldwide through a network of regional academic partners. Its main headquarters are based in Venice-Lido, Italy and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand.

With reference to the action under the European Instrument for Democracy and Human Rights (EIDHR) and its Country Based Support Schemes (CBSS) entitled “Development of human rights education and research activities at the Universidade Nacional Timor Lorosa’e (UNTL in Dili)”, the Global Campus is looking to identify a qualified individual to fill the position of **Administrative Project Officer**.

PURPOSE

The **Administrative Project Officer** shall work as member of a team composed by the Project Manager, the Academic Project Officer and the Project Assistant in the management of the action with reference primarily to the administrative and operative tasks related to establishing a Human Rights Centre within the Faculty of Social Sciences of UNTL in Dili, which will engage in training, international networking and research activities.

The specific objectives of the action are:

- To build capacity in the field of human rights, targeting both human rights professionals and academics in Timor Leste
- To build the physical, didactical and organisational infrastructure within the Faculty of Social Sciences of UNTL to do research and organise human rights education
- To enable UNTL to become an active participant in international academic networks represented by the Global Campus of Human Rights.

KEY RESPONSIBILITIES & DUTIES

The **Administrative Project Officer** will be supporting the Project coordination on site in Dili, East Timor. The position is not full time but tasks-based, and will include the following duties:

- To work in cooperation with the project manager for the successful implementation of the action;
- To support the coordination of the overall action and all related activities;
- To support the development of the didactic infrastructure and materials required by the action (library, training facilities; development of ad hoc handbook/publications);
- To support the daily management of the action, including the reporting and possible administrative aspects;
- To support the organisation of human rights training courses, workshops and seminars, together with local and international experts;
- To facilitate the development of partnerships between the newly established Centre and local, national and international actors in the field of human rights;

- To assist in liaising with relevant institutions/interlocutors and in the relationship with specific partners among local, national and international actors in the field of human rights.
- To assist in the delivery of project proposals, reporting, and production of documentation relevant to the development of the project.

REQUIREMENTS

- Post-graduate/master-level qualification in the field of human rights and democratisation or cooperation for development;
- Experience in project management, preferably in the educational or non-profit sector. Experience in gender-based project management and budgeting is a plus;
- Good communication, diplomatic and networking skills suited to a multinational and multicultural environment;
- Familiarity with librarian or/and editorial work and processes
- Collegiality and willingness to work as part of a team;
- Strong organisational and time management skills;
- Ability to work under pressure and meet deadlines;
- Excellent knowledge of English, including drafting ability and experience in teaching English language courses; knowledge of other languages (in particularly Portuguese, Tetum, Indonesian, Thai) is a plus;
- Proficiency in MS Word and Excel
- Being based in Dili, Timor Leste

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties.

The **Administrative Project Officer** will be required to take up full service as of **end of July 2019**. The position will be based in Dili, East Timor. Gross salary based on contractual provisions of the project.

The closing date for receipt of applications is 18 July 2019 at 12PM (CET +1).

Please send a **motivation letter** and a detailed **curriculum vitae** to the Global Campus Secretary General, Manfred Nowak, manfred.nowak@gchumanrights.org, and to the Administrative Director, Elisabetta Noli, elisabetta.noli@gchumanrights.org.

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