



FIDH, the International Federation for Human Rights, is an international human rights organization, bringing together 192 member organizations from 117 countries and territories. FIDH's mandate is to contribute to the respect of all the rights defined in the Universal Declaration of Human Rights. FIDH aims at obtaining effective improvements in the protection of victims, the prevention of human rights violations and the sanction of their perpetrators. FIDH has seven priority areas: Supporting Human Rights Defenders; Fostering an environment conducive to democracy and freedoms; Promoting women's rights; Fighting discrimination and violence based on sexual orientation and gender identity; Promoting the rights of migrants; Combating impunity and protecting populations from the most serious crimes; and Promoting respect for human rights by economic players.

As part of a new program on furthering accountability in Ukraine, we recruit:

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| <b>PROGRAM OFFICER: UKRAINE</b>                             |
| <b>(Human rights/International humanitarian law)</b>        |
|   |
| <b>Based in Paris or remotely</b>                           |
| <b>Fixed term contract 12 months (subject to extension)</b> |

### **General objective of the position**

Under the supervision of Eastern Europe and Central Asia Desk Director, and in cooperation with the International Justice Desk, the Program Officer helps to implement the organization's activities in Ukraine and to consolidate links with internal and external actors working in and on Ukraine.

### **Main tasks**

#### **A. Implementing the activities of the program on furthering accountability in Ukraine**

- Conduct desk and in-country research, including through open source materials and interviews, and draft and coordinate the publication of reports, press releases, briefing papers, op-eds, and other communications relating to the armed conflict in Ukraine and the national, regional and international accountability efforts in response;
- Ensure internal and where relevant external validations of the produced documents;
- Contribute to the implementation of communication activities, in consultation with the communications department;
- Organise and participate in fact-finding and advocacy missions (including preparing the terms of reference, organising logistics, reaching out to relevant stakeholders, contributing to their follow-up...);
- Design, organize and participate in workshops and/or trainings;
- Contribute to the planning, monitoring and reporting on all activities carried out by the Eastern Europe and Central Asia Desk related to Ukraine.

#### **B. Liaising with internal and external stakeholders**

- Liaise and coordinate with the International Justice Desk, as well as the Litigation Action Group, and other FIDH thematic or geographic desks where relevant;
- Facilitate communication with and between FIDH members and partners based in and outside of Ukraine, and working on the situation in Ukraine, including representatives of international organizations;
- Participate in coordination meetings with local, regional or international partners;
- Contribute to the organization, in conjunction with FIDH delegations, of advocacy activities with IGOs (UN human rights mechanisms, relevant EU organs, OSCE HDIM, etc) and States.

### **C. Contribute to daily administrative and logistical tasks**

- Coordinate translations and dissemination of documents, in consultation with the Communication office;
- Provide material or logistical support to FIDH mission delegates, human rights defenders and partners in the field for their travels;
- Ensure post-mission financial and administrative reporting.

### **Experience**

- Minimum of 3 years of work experience in the field of human rights and/or international humanitarian law in NGOs.
- In-depth understanding of the human rights, political, social, and economic context in Ukraine.
- Experience in conducting research and writing analytical reports on human rights and/or international humanitarian law issues.
- Experience in documenting violations of human rights and/or international humanitarian law, including by interviewing survivors of violations and witnesses.

### **Competence and skills**

#### Essential:

- Knowledge of international human rights law and international humanitarian law, as demonstrated by relevant studies and experience;
- Education: Master's Degree in international law, with emphasis in human rights and/or international humanitarian law preferred;
- Fluency in English and Ukrainian languages. Russia language skills would be an asset.
- Excellent writing skills and attention to details;
- Ability to work independently, prioritize, and proactively communicate.

#### Desirable:

- experience working in or on Ukraine, with the emphasis on the armed conflict in Ukraine.

### **Terms and conditions of employment**

- **12 months full-time fixed-term contract**
- Position based in Paris or remotely

#### **Conditions if the position is based in Paris:**

- Salary from 33 200 € gross per year over 13 months (the prorata 13th month will be paid at the time of the final account balance). A precariousness premium of 10% of the remuneration paid during the contract will be paid at the end of the fixed-term contract.
- Telecommuting possible with a minimum of 4 days of face-to-face work per month.
- 9 days of paid holiday and 8 days of RTT during the period.
- Supplementary health insurance: employer's contribution of €84.86 per month.
- Meal vouchers with a face value of €9, paid for at 60% by the FIDH.
- 50% of the cost of public transport passes paid by the employer.

**Conditions if the position is based remotely:**

- Salary from 33 200 € gross per year
- 100% telecommuting
- 9 days of paid holiday and 8 days of RTT during the period.
- Supplementary health insurance: employer's contribution of € 80 per month.
- Meal vouchers with a face value of € 8, paid for at 86% by the FIDH.
- 70% of the cost of public transport passes paid by the employer.

You are in agreement with the values at work in the FIDH International Secretariat (professionalism, respect, commitment, equality, integrity, participation, audacity), as well as with the struggles led by FIDH for the defense of human rights of all people, everywhere in the world, as set out in its statutes and through its publications, which are accessible on its website : [www.fidh.org](http://www.fidh.org)

FIDH seeks diversity and is committed to equality by not discriminating in its hiring practices, without distinction of any kind, based on race, religion, age, disability, sex, marital status, sexual orientation, gender identity, health status or any other situation protected by French and international human rights law.

For people with disabilities, we ask you to indicate in your cover letter any measures that would be useful to enable you to participate in the recruitment process in an optimal way.

**Start date:** 1 October 2022 or sooner.

**Duration fixed-term contract:** 12 months, until 30 September 2023.

**Recruitment timeline:**

11 September 2022: Deadline for applications. FIDH reserves the right to close the recruitment process before the deadline for applications upon identification of a suitable candidate.

13 September 2022: Shortlisted candidates contacted

18 September 2022: Deadline for written assignment

21-23 September 2022: Interviews

30 September 2022: Job offer made

1 October 2022: Job starts

Do you think you match the desired profile?

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| Send your CV and a cover letter to: <a href="mailto:eeac@fidh.org">eeac@fidh.org</a> indicating the reference <b>UKRAINE PROGRAM OFFICER</b> in the subject line |
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| by 11 September 2022 |
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| <i>FIDH reserves the right to close the recruitment process before the deadline for applications upon identification of a suitable candidate.</i> |
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