



## JOB VACANCY

# Human Rights Officer

**ECOM — Eurasian Coalition on Health, Rights, Gender and Sexual Diversity** is a regional association advocating for improved access of gay men and other men who have sex with men (MSM) and trans people to evidence-based and human rights-oriented services in sexual health, including HIV, in Eastern Europe and Central Asia (EECA)

To achieve this, ECOM:

- Develops community activism, leadership and mobilization;
- Advocates for recognition of MSM and trans\* communities' interests at different levels of decision-making;
- Works on creating of legal and social environment conducive of the right to health.

Our headquarters are located in Tallinn, Estonia, while staff is based in different countries of Europe and Central Asia.

### **What are the main job functions would be?**

ECOM is looking for a Human Rights Officer to support ECOM's approach to creating enabling legal and social environment where LGBT people have equal access to HIV services in EECA.

By joining ECOM as a Human Rights Officer you:

- become an agent of change for the LGBT community in EECA and civil society in general;
- get chance to learn from health, advocacy, and human rights professionals in the EECA region and worldwide;
- engage with international human rights institutions, such UN Office of High Commissioner for Human Rights, UN Treaty Bodies, UN Human Rights Council and UN Special Procedures, OSCE, and European Court for Human Rights;
- develop your activist's skills in the areas of human rights and advocacy.

Human Rights Officer reports to Human Rights Coordinator, works under his supervision and cooperates closely with Procurement Officer and other staff.

The position is open to anyone with no reallocation to Estonia.

The position might require occasional business travelling in the region of Eastern Europe and Central Asia.

### **What are the main areas of your responsibilities would be?**

#### *Program Work*

- Implement ECOM's program activities in human rights area;
- Oversee programmatic work, including advocacy statements, policy documents, reports, and research papers;
- Contribute to advocacy efforts on HIV issues and their links with human rights to influence decision makers, including in response to human rights violations;



# ECOM

- Coordinate ECOM's work on monitoring and documentation of LGBT human rights violations;
- Participate in planning and preparation of program events (online and offline: trainings, webinars, meetings, etc.) including educational and capacity building trainings for community members on human rights, advocacy and activists' skills building;
- Prepare information and communication related to program issues;
- Contribute to fundraising activities;
- Other activities may include data collection and analysis, development of thematic papers, notes, reports and other information materials, web-based communication with ECOM members and other regional stakeholders, facilitation of meetings, workshops, and trainings, etc.

## *Operational Support*

- Provide assistance in programs implementation, including filing programs-related documents, maintaining and updating relevant databases;
- Implement programmatic events (online and offline: trainings, webinars, meetings, etc.) including preparation and dissemination of event information, participants registration, oversight of logistics as necessary;
- Organize regular online meetings / calls, including preparing and distributing documents and arranging necessary technical devices;
- Take minutes of meetings as required;
- Initiate payment requests for the program implementation, together with Procurement Officer;
- Monitor submission of consultants' reports and payments, together with Procurement Officer;
- Provide travel assistance to program consultants.
- Other tasks as required, within the general scope of work.

## **Requirements:**

- Previous experience in human rights and/or advocacy field;
- Degree in human rights, law, political science, international relations or other social sciences field (or the equivalent of 3 years of working on a regional or international level in related positions);
- Practical Experience of working with LGBT and/or HIV-service NGOs and grassroots organisations (desirable);
- A solid knowledge of human rights and health-related needs of LGBT in Eastern Europe and Central Asia;
- Understanding of data collection, analysis, monitoring and evaluation;
- Experience in preparing human rights reports or articles;
- Excellent Russian and English language speaking and writing skills.

## **Skills and Competencies:**

- Strong communication and presentation skills;
- Organizational and coordination skills;
- Teamwork and high interpersonal skills.



**The Position** is open until the end of the 2022 year with the possibility of extension. Three months of trial period applies to selected candidate.

**Workload:** full-time.

**Location:** anywhere, no relocation to Estonia.

**Starting:** March 1<sup>st</sup>, 2022.

## HOW TO APPLY

Interested candidates are requested to send their applications in English or Russian with a letter title 'Human Rights Officer' to: [contact@ecom.ngo](mailto:contact@ecom.ngo)

Application should include:

- 1) motivation letter with salary requirements and contact details of two references
- 2) CV.

**Deadline for submission:** 3 February 2022 at 23:59 Tallinn time.

## Key dates

- 13 January 2022: Call for candidates
- 3 February 2022: Deadline for applications
- 4 February 2022: Shortlisted candidates are sent the written task
- 10 February 2022: Deadline for the written task
- 14-16 February 2022: Interviews with shortlisted candidates
- 18 February 2022: Offer is made
- 1 March 2022: Successful candidate takes up position (if notice period allows)

Only short-listed candidates will be contacted.