



JOB DESCRIPTION FOR LCN DEMOCRACY AND HUMAN RIGHTS COORDINATOR

JOB TITLE : COMMISSION COORDINATOR

REPORTS TO: PROGRAMMES DIRECTOR

BACKGROUND

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now 6 Sectorial Commissions for effective coordination, leadership and management of member programmes. The main objective of establishing Commissions is to group NGOs with similar objectives and/or programmes together to facilitate networking among members and as well as coordination. The Commission Coordinator will report to the Programmes Director for the following key responsibilities:

PRIMARY RESPONSIBILITIES: KEY PERFORMANCE INDICATORS

<p>i. Provides strategic leadership in the development of policy advocacy on actions of NGOs in the Democracy and Human Rights Commission (DHRC) at local, national and regional levels.</p>	<p>a) Strengthen Commission Members and partners for comprehensive quality programming on democracy and human rights aimed at promoting rule of law and social justice. b) Position papers c) Link Commission members and alliances for collective actions and campaigns. d) Monitoring, Evaluation and Reporting Plan.</p>
<p>ii. Provides technical guidance in the LCN democracy and human rights programming.</p>	<p>a) Work plans b) Technical guidance reports c) Monitoring reports</p>
<p>iii. Coordinate collective action activities and networking by Commission members.</p>	<p>a) Commission consultative meetings minutes. b). Minutes with Line Ministries, alliances and other relevant institutions. c). Partnership/agreements documents</p>

iv. Strengthens the capacity of Commission members and alliances on issues of democracy and human rights, civil education and rule of law.	a) Technical reports b) Democracy and human rights analysis reports c) Programmes progress reports
v. Strengthens the capacity and know-how of citizens to effectively promote democracy and human rights and defend violation democracy and human rights.	a) Policy briefs on socio-economic-political and environmental rights.

Programs Coordination Key Responsibilities

Key Performance Indicators

i. To facilitate Networking and collective action amongst Commission members and across Commissions.	a) Commission and alliance collective action strategy document. c) Monitoring, Evaluation and Reporting Plan.
ii. Facilitates the effectiveness and efficacy engagement of the Commission members in Public and Decentralising Programming.	a) Annual plans b) Consultative meetings minutes. c). Minutes of meetings with Line Ministries and other relevant institutions. d). Partnership/agreements documents
iii. Support and implement democracy and human rights projects funded by different development partners	a) Progress Reports to different development partners based on project documents and timely submissions b) Technical assistance and training reports a) Quarterly programme budget reviews.
iv. Ensure that the Commission is functional	a) Keep an up-to date membership database. b) Ensure regular meetings. c) Regular scanning of the democracy and human rights issues in order to regularly update of members.
v. Performs Secretariat functions to the Commission.	a) Invitations for meetings send on time. b) Logistics for the meetings arranged c) Minutes of the meetings taken and available d) Minutes send to members e) Prepares quarterly reports and work plans
vi) Ensure information flow amongst members, other programmes and Commissions as well as key alliances	a) Information strategy and flow chart available and implemented with support of Information Unit.

JOB SPECIFICATIONS

Education and Training

LLB

Knowledge and Skills

- Appreciation of International Conventions and treaties
- Lobbying and Advocacy skills
- Negotiation and Networking skills
- People management
- Democracy and human rights analysis and reporting
- Knowledge management and writing skills
- Situational leadership
- Interpersonal skills
- Team Player
- Computer Literacy

Attributes

- Self-motivated
- Integrity
- Fast learner
- Positive attitude to work and able to work under pressure.

Closing date: Friday 15/07/16 at 12 noon