



DESCRIPTION OF DUTIES:

Job Title	REPARATIVE JUSTICE PROGRAMME MANAGER, ATJLF
Reporting to	Director (ATJLF)
Line Management Responsibility	None
Job Location	Accra, Ghana
Annual Salary	\$70,000 (Seventy Thousand US Dollars) per annum
Contract Duration	One (1) Year (with possibility of extension for up to 3yrs)

BRIEF SUMMARY ABOUT THE PROGRAMME:

ADVANCING REPARATIVE JUSTICE AND RACIAL HEALING INITIATIVES IN AFRICA is a new programme for the Africa Transitional Justice Legacy Fund (ATJLF). This programme has two overarching goals focusing on two interrelated thematic strands: reparations and racial healing. Under strand one, the goal is to enable the African continent to have a unified and comprehensive advocacy agenda on reparative justice. This strand of the programme intends to support purposeful research and landscaping of potentially useful continental reparations objectives. This aspect of the programme is intended to foster an acknowledgement of harms suffered during the slave trade and colonialism, with a view to mapping out specific forms of reparations that are best suited for restoring dignity, remedying injustices on impacted populations in Africa and diaspora communities. The ATJLF will facilitate linkages and synergies between and among institutions, groups and individuals pursuing advocacy campaigns for reparations on the continent and with diaspora communities primarily through the African Union, and with civil society and academic institutions already working on these issues.

The second goal is to support existing efforts towards racial healing through a trans-continental approach. Through this programme, the Africa Transitional Justice Legacy Fund (ATJLF) will take a leading role in coordinating efforts to ensure that the wide array of racial healing initiatives being undertaken within the continent are cohesive and have a clear focus. The ATJLF will take advantage of its partnership with different organs of the African Union Commission to accelerate ongoing efforts on racial healing for Africans in the diaspora Africans. ATJLF will utilise its networks and partnerships to serve as a knowledge broker for the advocacy campaigns going on in and outside the continent around racial healing.

ABOUT THE ROLE:

The Programme Manager is a newly created role within the Africa Transitional Justice Legacy Fund (ATJLF). Its principal purpose is to lead and manage the reparative justice and racial healing programme of the organisation. It is a one-year contract with a possibility of renewal up to three-years. The role will be based in Accra and will report to the Director of ATJLF.

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Under the supervision of ATJLF's Director, and in close coordination with the donors, the African Union Commission, and other ATJLF staff, the **Reparative Justice Programme Manager** will:

1. Lead in developing and executing a strategic programme implementation plan and result framework for the reparative justice and racial healing programme.
2. In coordination with ATJLF Advisory Committee, Director, and other staff members, assist in grant-making including identifying potential grantee-partners, direct solicitation exercises, reviewing applications and reports from grantees and developing dockets for the Advisory Committee (AC) members.
3. In coordination with other ATJLF staff, provide direct technical assistance on reparative justice and racial healing issues and programs where appropriate, and provide support to grantee-partners of the Fund, national reparative justice institutions, governments, inter-governmental organizations, local groups, and other stakeholders across the continent.
4. Assist in developing and executing ATJLF's overall work and activities plans, operational plan and annual reports.
5. In collaboration with the Director, review all submitted applications to assess their financial and programmatic suitability for funding.
6. Ensure compliance with donor regulations and requirements, including reporting protocols, various donor reporting templates, donor approval policies and procedures, and award close-out procedures.
7. Assist in producing ATJLF's activity reports and impact stories for members of the Advisory Committee and funders, as required.
8. In close coordination with the Director and the Advisory Committee members, assist in strategic fundraising, including grant-writing and report writing for funders.
9. With the approval of the Director, represent ATJLF in conferences and other events in Africa and around the world.
10. Assist in budget monitoring and ensure that sub-grant related administrative processes and procedures are standardized and consistently implemented throughout the grant-making cycle, including agreements, disbursements, and reporting.
11. In consultation with the ATJLF Director, work with ATJLF's external partners at the African Union Commission (AUC) and in the US to develop a comprehensive programme management and coordination plan.
12. Work closely with the Grants and Programmes Officer in liaising with grantee-partners to address programme-related queries and concerns, to identify and address challenges from the field and to facilitate cross-learning between and among grantee-partners.
13. Serve as the Fund's liaison for organizational knowledge management and learning processes, including creating, retaining, and sharing knowledge on reparative justice and racial healing in the organization.
14. Manage the development of ATJLF's repository of key documents and information on reparative justice and other relevant subjects, including research, laws, policies, briefing papers, etc.
15. Work closely with ATJLF's learning and monitoring and evaluation partner to collect data and capture learnings.

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16. Assist in producing research, analytical reports, briefing papers, and other documents as needed, including thematic and continental papers and other written work for publication.
17. Support ATJLF's partnership building and advocacy activities across the continent and beyond, including the convening of events, conferences, seminars on racial healing and reparative justice.
18. Any other task allocated by the Director, the Advisory Committee or that may be required to advance ATJFL's mission and vision in the region and globally.

Essential Requirements

- At least 10 years' relevant experience in designing and leading strategic programme interventions on reparative justice and human rights for an INGO, a grant-maker, or a major NGO in Africa.
- Deep passion and commitment to reparative justice, the African continent and its diaspora, as well as fostering healing within the Global Black Diaspora.
- Strong knowledge on programme and/or programmes strategy design and management in an NGO
- Very strong experience of reparative justice and human rights in Africa
- Master's degree or equivalent in either law and international human rights; or international development or related fields
- Strong contextual understanding and experience of working with small and medium-sized human rights organisations in West Africa
- Knowledge and understanding of designing, implementing, and overseeing programmes on transitional justice and human rights in Africa
- Excellent English language skills (written and oral)
- Significant experience in programme monitoring, learning, and reporting
- Strong understanding of donor reporting requirements
- Very good interpersonal skills and communication skills
- Ability to work under pressure and to tight deadlines – to be able to prioritise clearly
- Personal and professional integrity, flexibility, initiative and a "can-do" attitude and meticulous attention to detail
- Experience in capacity building of programme officers, in particular working with partner organizations (establishing and operationalizing partnership agreements)
- Excellent computer literacy and knowledge of Microsoft Office applications - Word, Excel, Power point, Outlook, etc.
- Experience in negotiating best value programme agreements with potential grantee partners and consultants

DESIRABLE REQUIREMENTS

- Ability to represent an organisation in international forums, conferences, and seminars, etc.
- Respect that grantees and partners have the front-line expertise and experience essential in pursuing a transformational reparative justice and racial healing initiative. As a funder, we seek to support solutions that are self-determined by those impacted, respecting they are experts and balancing lived experiences with evidence-based practice
- Ability to engage in correspond in French will be an advantage
- Should be comfortable working in a small but dynamic, growing, and rapidly changing organization similar to a start-up

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Travel Requirements	
This post is based in Accra, Ghana but will require frequent travels across Africa, especially to Ethiopia as well as other countries such as the United States of America (USA). Travel frequency and destination is contingent on necessity, availability of budget and the Director's expressed approval.	
OTHER TERMS AND CONDITIONS	
Benefits	Health insurance,
Notice Period	There will be an initial six months' probationary period during which notice will be 14 days on either side. On successful completion of the probationary period, notice will be one month.
Leave Entitlement	26 working days per year, plus Ghanaian national holidays
Working Hours	Full time, 35 hours (9:30am to 5:30pm or 10:00am to 6:00pm weekdays)