



## **THE CARIBBEAN CENTRE FOR HUMAN RIGHTS**

CCHR is expanding its operations to include the provision of legal services and is seeking to appoint a Program Manager to support the organization's activities to achieve its goal of improving the protection and human rights of displaced persons in Trinidad and Tobago.

**LOCATION:** Chaguanas

**APPLICATION DEADLINE:** October 17<sup>th</sup> 2023

**START DATE:** 24<sup>th</sup> October 2023

**APPLICATION PROCESS:** Apply via email to [caribbeancentreforhumanrights@gmail.com](mailto:caribbeancentreforhumanrights@gmail.com) : cover letter, resume, names and contact details for three (3) references

### **BACKGROUND**

Founded in 2006, the Caribbean Centre for Human Rights (CCHR) is an independent, nonprofit, non-governmental organization (NGO), dedicated to the promotion, protection, and defense of human rights in Trinidad and Tobago and the Caribbean. CCHR's work focuses on advancing the human rights of asylum seekers and refugees, prison reform, criminal justice reform and police use of force. CCHR's work includes monitoring human rights issues, information and awareness campaigns and legal advocacy, in order to achieve its mission to promote, protect and defend human rights in the region.

As UNHCR's implementing partner, CCHR will work to provide legal services to improve the human rights situation and protection environment for forcibly displaced persons in Trinidad and Tobago. CCHR's work will address the protection needs of forcibly displaced persons with responses such as the provision of information, advocacy, referrals, protection by presence and strategic litigation on behalf of individuals and groups within the asylum seeker/refugee population.

### **PROGRAM MANAGER**

#### **TERMS OF REFERENCE**

**REPORTS TO:** Executive Director

Under the overall guidance and direction of the Executive Director, the Program Manager will provide support and coordination for the effective management of project operations, during the duration of the project. The Program Manager will support the technical management, procedures, implementation and follow-up of the project components.

## **DUTIES AND RESPONSIBILITIES**

- Assist in the management of staff and efficient functioning of the office, including the identification of protection risks and vulnerabilities, with awareness of issues related to gender, age and diversity
- Monitor project activities and project expenditure and coordinate work with staff
- Maintain accurate and comprehensive files of activities, and other relevant documentation on programming activities for the program monitoring and evaluation purposes
- Ensure all grant files are organized and well managed for planning and preparation of donor reports and project monitoring
- Assist in related reporting and with the preparation of status and progress reports
- Support finance, grants and program to ensure timely submission of all project narrative and financial reports in accordance with donor requirements and procedures
- Provide administrative and logistical support for projects, initiatives, and programs
- Report on performance and attend regular team meetings aimed at ensuring activities of the team members are coordinated and performed in a timely manner
- Support project implementation including logistics support and organization of activities - trainings, meetings, and workshops for partners, service providers, and stakeholders, in line with donor procedures and requirements
- Ensure close communication, collaboration and coordination with partners to guarantee smooth implementation of activities and achievement of results
- Act as a point of contact for resolution of general operational queries, requesting assistance where necessary
- Provide administrative support to the daily implementation of activities (production and distribution of documents, translations, practical organization of meetings, invoice control)
- Support respectful and positive working relationships for the effective implementation of activities
- Develop and maintain effective and productive working relationships with stakeholders and partners
- Perform other related duties as required

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- Bachelor's degree in business management, business administration, social sciences or related field, master's degree is an asset
- A minimum of 4 years' experience in management, with experience in project management
- Experience in using project monitoring tools and mechanisms to improve advocacy and planning
- Excellent IT skills (Microsoft Excel, Outlook, Word and PowerPoint)

### **Desirable**

- Good understanding of the current refugee rights context and legal context
- Experience working in NGOs and/or INGOs is preferred and will be considered an advantage
- Experience in report writing and with Monitoring, Evaluation, Accountability and Learning tools

## **CORE COMPETENCIES**

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing
- Ability to establish effective working relations in a multicultural team environment
- Demonstrate integrity by upholding and promoting the highest standards of ethical and professional conduct including safeguarding against sexual exploitation, abuse, and harassment
- Commitment to continuous learning
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability