

**NHRF - COLOMBIA OFFICE**  
**PROGRAMME OFFICER (PROTECTION AND RIGHT TO DEFEND RIGHTS) –**  
**FULL TIME**

The Norwegian Human Rights Fund (NHRF) expanded its work in Colombia in 2020 through the establishment of a country office in Bogota. The office is responsible for all funding in Colombia and operates independently while remaining an extension of and accountable to the NHRF and its mandate. The office has two areas, Peace and human rights and Forest, environment and human rights. This position belongs to the area of Peace and human rights.

The Norwegian Human Rights Fund is looking for a highly skilled, proactive, and flexible Programme Officer, with expertise in Human Rights and protection of Human Rights Defenders, to join our new dynamic country office team based in Bogota.

For more information about the NHRF: [www.nhrf.no](http://www.nhrf.no)

**Deadline for applications:** February 13th.

**Startup date:** Preferably February or March

**Duty station:** Bogotá, with travel in the country to be expected.

**Timeline for the position:** 2 years and 10 months, with possibility of extension, after a trial period of 6 months.

**Responsibilities**

- Under the supervision and guidance of Colombia Country Director, this position will coordinate programme activities with the team in Norway and Colombia following the NHRF mandate. The Programme Officer is to:
- Follow up and monitoring of a portfolio of NHRF grantees work in Colombia in all phases of the project cycle and ensure the monitoring and documentation of this.
- Participate in the NHRFs objective selection process of grantee partners.
- Conduct field visits to visit grantee partner organizations, including field visits.
- Maintain the grantee's information updated in the NHRFs monitoring system (Induct) and secure it being correspondent to NHRF, donor standards, and national legislation; and ensure all necessary documentation is uploaded in the Induct Software.
- Participate in results analysis of the NHRF and the grantees work, and participate in Learning, Monitoring and Evaluation tasks related to the NHRFs work.
- Monitor, analyse, and document issues of concern arising during the casework with grantees.
- Ensure that activities are implemented according to the work plan. Ensure reporting tools are in place for tracking of activities/training.
- Elaborate reports on the activities' implementation status and related administrative affairs.
- Prepare, organize, and facilitate training, workshops, webinars, and other events according to the plans/requests.
- Represent NHRF in external meetings, as needed.
- Adhere to NHRF policies, guidance, and procedures.
- Readiness to perform additional tasks that are needed.

- Professional experience
- Relevant university degree, and specialization in human rights and protection measures for human rights defenders, preferably.
- Minimum 5 years of relevant work experience.
- Documented results related to job responsibilities.
- Excellent liaison, networking and communication skills, ability to ensure acceptance by different stakeholders.
- Understanding of the main concepts of monitoring and evaluation, quality control of organizations.
- Experience in NGOs and working with local partners is an advantage.
- Fluent Spanish and working proficiency in English (willingness to improve English if necessary). The candidate must be able to interact with NHRF team members who do not speak Spanish.
- Advanced computing skills.

### Personal qualifications

The NHRF is seeking a person in a period of growth and development that is reliable, self-driven, but committed to be a part of a dynamic new team in Colombia to develop the work that can benefit marginalized and vulnerable groups.

We look for a person that share our values of equality, dignity and diversity and keep these at heart when working with staff, grantees, and our stakeholders.

The person will be working in a multicultural working environment and with grantees of all sizes and in different parts of the country and must therefore be ready and willing to be open to new ways of thinking and in ways of communication.

The candidate must be able to work under pressure, and to interact with donors, grantee partner, the team and NHRF staff in a respectful and supportive manner.

### Work amount and conditions

We are seeking a person who can work full time from the office in Bogota during regular office hours. Travel in the country will be expected. Salary and conditions will be discussed with the suitable candidate. The NHRF Colombia office offers a full-time labor contract with all social benefits.

Please send your CV and a letter of Interest to The Norwegian Human Rights Fund to: [colombia@nhrf.no](mailto:colombia@nhrf.no) by the deadline **13th of February 2022**. Please mark the e-mail "**Programme Officer Protection Colombia 2022 + Full name**". The letter should clarify your motivation for applying and how your experience and background match the NHRF's list of qualification needed for this position. The letter should not exceed 1 page and should include at least two references. We welcome applications irrespective of people's age, disability, sex, gender identity and expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.

### About the NHRF

The NHRF supports locally driven and grassroots organizations and social movements that work to promote the human rights of marginalized and vulnerable groups throughout the world. We currently support projects in seven priority countries and in many others through our thematic Human Rights Defenders Protection program, which does not have geographical boundaries. The NHRF operates with a mission to be a bold, non-bureaucratic, risk-willing donor that can support small and local initiatives and organizations with a limited budget, including new initiatives, to help drive and support those working in the front lines of defense for human rights.

While the NHRF's strategic goal is that marginalized and vulnerable individuals and other groups who experience human rights violations and injustices are able to claim their rights and have them fulfilled; the NHRF has identified the following three key strategies or tools to reach our goal:

1. Direct financial support for human rights work
2. Networking and capacity building
3. Communications, advocacy and strategic alliance building

The NHRF makes a significant contribution to civil society in Colombia by supporting a very diverse portfolio of local, grassroots, national and regional organizations with a high degree of local ownership. For the next years the NHRF Colombia will support more than 75 local organizations and communities in Colombia.

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