



## VACANCY: PROJECT ASSISTANT

Centre for Human Rights, Faculty of Law, University of Pretoria

The Women's Rights Unit aims to promote the implementation and popularisation of the Maputo Protocol through research, training and advocacy. The Unit supports the Special Rapporteur on the Rights of Women in Africa, to strengthen regional mechanisms with a commitment to the advancement of women's rights, and to promote gender-sensitive policies, practices, and strategies.

The Centre for Human Rights, Faculty of Law, University of Pretoria, seeks to recruit a Part Time Project Assistant to be embedded with the Womens Rights Unit.

### POST INFORMATION

<b>Department:</b>	Womens Rights Unit
<b>Duty Station:</b>	Pretoria, South Africa
<b>Duration:</b>	4 months
<b>No. of positions:</b>	1
<b>Start Date:</b>	As soon as possible

### TASK DESCRIPTION

The incumbent will work under the direct supervision and guidance of the Manager Womens Rights Unit to perform the following duties and responsibilities:

- Assist with the coordination and implementation of advocacy workshop activities hosted by the Women's Rights Unit.
- In collaboration with a Project Officer, general administration and logistics related to the planning and organising of workshops, meetings, advocacy events and other activities hosted by the Women's Rights Unit.
- Translation and Interpretation of documents and discussions with a high level of understanding and proficiency in both the English and French languages.
- Translation and communication with French-speaking audiences.
- Effective time management proficiency to meet deadlines of deliverables as per agreement.
- Adherence to strict confidentiality standards, especially when handling sensitive or private information.

## ELIGIBILITY REQUIREMENTS

### *Educational qualifications:*

- Enrolled as a student at the University of Pretoria.
- Native or second language proficiency in both English and French.
- Strong command of grammar, syntax and vocabulary in both languages.
- Deep understanding of the cultural nuances in both English and French languages.
- An interest in the African human rights system and women's rights advocacy would be preferred

### *Knowledge, Skills, and Abilities:*

- Knowledge of various translation techniques and strategies to convey meaning accurately.
- Strong proofreading and editing skills to ensure the quality and coherence of translated content.
- Efficient time management skills to meet deadlines without compromising quality.
- Ability to handle multiple projects simultaneously.
- Enthusiasm for the organisation's mission and campaigns.
- Experience working with diverse stakeholders.
- Highly motivated.
- Ability to be proactive and work independently.

## HOW TO APPLY:

- Please send a detailed resumer and cover lettter to [Lydia.Chibwe@up.ac.za](mailto:Lydia.Chibwe@up.ac.za)
- The subject of the email with your application must clearly state: **Application for Women's Rights Project Assistant Part-time Position**

**Applications close on 01 April 2024** No application will be considered after the closing date and only shortlisted candidates will be contacted.



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