

CENTRE FOR HUMAN RIGHTS ASSISTANT DIRECTOR (OPERATIONS) ONE-YEAR RENEWABLE CONTRACT

In pursuit of the ideals of excellence and diversity, the University of Pretoria wishes to invite applications for the following vacancy.

The University of Pretoria's commitment to quality makes us one of the top research Universities in the country and gives us a competitive advantage in international science and technology development.

RESPONSIBILITIES:

The incumbent will be responsible for the oversight of and smooth running of the Centre's operations. The incumbent will be responsible for:

- Supporting the Director in the management of the Centre for Human Rights, which is a department in the Faculty of Law;
- Supporting the Director in Staff Supervision and management
- Overseeing project planning, management and reporting under various contracts;
- Fund-raising for the Centre's externally funded projects and programmes;
- Representing the Centre in local and international fora;
- Providing intellectual leadership to and engagement in Centre projects;
- Building partnerships to fulfil the Centre's mission; and
- Teaching on the Centre's programmes.

MINIMUM REQUIREMENTS:

- A Master's degree in Human Rights Law or a related field;
- Five years' experience in the following:
 - Proven experience in liaison, Project planning and proposal writing;
 - Proven experience in the management of sizable projects, including their monitoring and evaluation;
 - Proven experience in successfully raising funds and managing these funds;
 - Proven experience in liaison with a variety of stakeholders, particularly within Africa;
 - Experience in partnership building;
 - Experience in establishing national and African networks.

REQUIRED COMPETENCIES (SKILLS, KNOWLEDGE AND BEHAVIOURAL ATTRIBUTES):

- Project planning and proposal writing;
- Project monitoring and evaluation;
- Excellent oral and writing skills in English;
- Competence in any of the other AU languages (French, Arabic, Swahili, Portuguese);
- A proven record of research, editing and publications in international human rights law or related subject fields;
- Editing and production of publications;
- Fundraising and competence in the management of these funds.

ADDED ADVANTAGES AND PREFERENCES:

- A doctoral degree qualification in Human Rights Law or a related field;
- A qualification in management;
- A qualification in project management, including project monitoring and evaluation.
- Five years' experience in the following:
- Proven experience in liaison, Project planning, and proposal writing;

- Proven experience in the management of sizable projects, including their monitoring and evaluation;
- Proven experience in successfully raising funds and managing these funds;
- Proven experience in liaison with a variety of stakeholders, particularly within Africa;
- Experience in partnership building
- Experience in establishing national and African networks

PLEASE NOTE: All shortlisted candidates may be required to participate in relevant skills assessments as part of the selection process.

The all-inclusive remuneration package for this contract position will be commensurate with the incumbent's level of appointment, as determined by UP policy guidelines.

Applicants are requested to apply online at www.up.ac.za, and follow the link: https://upnet.up.ac.za/psc/pshcmptra/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U

In applying for this post, please attach:

- A comprehensive CV;
- Certified copies of qualifications;
- Names, e-mail addresses and telephone details of three referees whom we have permission to contact.

CLOSING DATE: 18 August 2025

No application will be considered after the closing date or if it does not comply with at least the minimum requirements.

ENQUIRIES: Prof E Durojaye, ebenezer.durojaye@up.ac.za Tel: (012) 420 3228 for enquiries relating to the post content.

Should you not hear from the University of Pretoria by 31 October 2025, please accept that your application has been unsuccessful.