



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Centre for Human Rights  
Faculty of Law

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

Job Title: Project Coordinator, African Coalition for Corporate Accountability (ACCA)  
Business and Human Rights  
Reports to: ACCA Steering Committee; Programme Manager on Business and Human Rights  
Date of commencement: ASAP  
Location: Pretoria, South Africa

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### POSITION SUMMARY:

The priority of the Project Coordinator is to coordinate the substantive work of the ACCA. The ACCA is a coalition of civil society organizations in Africa working on issues around business and human rights, and corporate accountability. The ACCA is looking for a dedicated, creative, and energetic leader who will serve as the coalition's first Project Coordinator. Together with the membership, the Project Coordinator will be responsible for the planning, coordination, and management of ACCA's substantive work-streams. In addition to helping to develop and manage the coalition's programme of research, and policy and advocacy campaigns, the Project Coordinator will work closely with the Communications and Development Coordinator to formulate strategies for the ACCA, and do fundraising accordingly.

This posting is for a FULL-TIME (40 HOURS PER WEEK) contract position, for a period of ONE YEAR, with the option to extend after completion of the first year.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strategy and project development
  - Stay abreast of business and human rights developments at domestic, regional and global levels;

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- Identify gaps and opportunities in the business and human rights, and corporate accountability frameworks in Africa;
- Formulate strategies and project proposals to address those gaps through research and advocacy;
- Offer support to the substantive work done by ACCA members that is in line with the objectives of the ACCA;
- Advocacy
  - Help to implement advocacy campaigns to change the actions of corporations and African governments, in both legislative and administrative forums;
  - Assist ACCA members in developing advocacy strategies;
  - Represent ACCA in meetings and in public platforms, along agreed-upon positions;
  - Develop position statements along agreed-upon work streams;
  - Assist in other research and writing tasks as needed;
- Financial Planning and Fundraising
  - Set and manage budgets for the implementation of ACCA projects;
  - Identify relevant funders and funding opportunities;
  - Develop and submit proposals that would give effect to the ACCA's strategic objectives;

## PREFERRED QUALIFICATIONS:

- A minimum of three years of professional experience with non-profit organizations, advocacy campaigns, government offices, or relevant positions in the private sector;
- A keen interest in or understanding of business and human rights;
- A successful track record of raising funds for not-for-profit organizations from major donors, foundations, and members;
- Excellent writing and speaking skills;
- Pre-existing relationships within or knowledge of the NGO community, as well as with foundations, media, and relevant policymakers, are desirable;
- Minimum of a bachelor's degree; advanced degrees in fields related to human rights and business are desirable;
- Experience working in a multicultural setting preferred;

## KNOWLEDGE, SKILLS, AND ABILITIES:

- **Fluency in both English and French highly desirable**; additional languages, such as Swahili or Portuguese, a plus;
- Enthusiasm for the organization's mission and campaigns;
- Excellent interpersonal and leadership skills;

- Experience working in coalition-based organizations;
- Highly motivated and disciplined;
- Ability to juggle multiple tasks and consistently meet deadlines;
- Confidence and the ability to be proactive, think quickly, and work independently;
- Familiarity with international and regional human rights treaties, the UN system, and international legal frameworks relevant to corporate accountability, including the UN Guiding Principles on Business and Human Rights;
- Requires regional and international work-related travel;

## **ORGANIZATIONAL RELATIONSHIPS:**

The Project Coordinator will be expected to:

- Interact with ACCA's Steering Committee, members, partners, and networks;
- Interact with government representatives, as well as representatives from intergovernmental bodies and regional/international organizations (e.g., the UN Working Group on Business and Human Rights);
- Interact with some business representatives;
- Interact with funders;

## **WORK ENVIRONMENT:**

- Ability to use mediums of communication including telephone, e-mail, and Skype;
- Desk-based work for periods of time;
- Ability to work remotely, either from home or from the office;

## **REMUNERATION WILL BE DETERMINED BASED ON THE QUALIFICATIONS AND WORK EXPERIENCE OF THE APPLICANTS**

### **ABOUT ACCA:**

The [African Coalition for Corporate Accountability \(ACCA\)](#) was launched in November 2013. The ACCA is a coalition of 116 civil society organizations based in Africa and supporting communities and individuals whose human rights are adversely impacted daily by the activities of corporations, both multi-national and domestic.

ACCA's members work on issues ranging from mining and other extractive industries to public and private security sector accountability; natural resource rights, including land acquisition, tenure, and property rights; financial regulatory policy; accountability mechanisms for human and peoples' rights; and environmental rights.

ACCA's vision is a continent where business is done in a manner that is respectful of human rights, and where victims and affected communities of human rights violations have access to adequate and effective remedies. ACCA's overall goal is to facilitate an alliance that crosses borders and creates a

strong and united African network of civil society organizations and communities, and to protect and promote human rights in relation to business activity.

In aiming to fulfill this goal, ACCA will use policy advocacy, evidence-based research, capacity building, and technical support to promote community rights, while also focusing on regional and international standards and mechanisms.

**ABOUT THE BUSINESS AND HUMAN RIGHTS UNIT AT THE CHR:**

The Business and Human Rights unit at the CHR started operating in early 2013, and has since been involved in various projects focusing on different aspects of business and human rights. Its focus include issues around the extractive industries in Africa, international developments around business and human rights, supporting the special mechanisms of the African Commission on Human and Peoples' Rights and the United Nations, and education and capacity building in the field of business and human rights.

**NB – PLEASE NOTE THAT, DUE TO LABOUR LAW REQUIREMENTS, APPLICANTS WITH SOUTH AFRICAN CITIZENSHIP, PERMANENT RESIDENCY, OR OFFICIAL WORK PERMITS WILL BE GIVEN PREFERENCE**

**TO APPLY:**

- Please send cover letter, CV (not longer than 4 pages), and list of three references to [josua.loots@up.ac.za](mailto:josua.loots@up.ac.za) before 18 December 2017