

**JOB DESCRIPTION FOR LCN DEMOCRACY AND HUMAN RIGHTS COMMISSION COORDINATOR**

**JOB TITLE: COMMISSION COORDINATOR**

**REPORT TO: PROGRAMMES DIRECTOR**

**BACKGROUND**

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now 6 Sectoral Commissions for effective coordination and management of member programmes. The main objective of establishing Commissions is to group NGOs with similar objectives and/or programs together to facilitate networking among members and as well as coordination. The Commission Coordinator will report to the Programmes Director for the following key responsibilities:

**PRIMARY RESPONSIBILITIES: KEY PERFORMANCE INDICATORS**

i. Provides strategic leadership in the development of programs of action of NGOs dealing with issues that affect Democracy and Human Rights Commission.	a) Commission Collective action strategy document. b) Project proposals c) Funding opportunities identified and funding sourced. c) Monitoring, Evaluation and Reporting Plan.
ii. Provides technical guidance in the development and implementation of Commission programmes of action.	a) Action plans b) Technical guidance reports c) Monitoring reports d) Monitoring visits reports.
iii. Coordinate collective action activities and networking by Commission members.	a) Commission consultative meetings minutes. b). Minutes with Line Ministries and other relevant institutions. c). Partnership/agreements documents

**Programs Coordination key Responsibilities**

**Key Performance Indicators**

i. To facilitate Networking and collective action amongst Commission members and across Commissions.	a) Commission Collective action strategy document. c) Monitoring, Evaluation and Reporting Plan.
ii. Facilitates and Leads engaging of the Commission members in Government Sectoral Programming.	a) Annual plans b) Consultative meetings minutes. c). Minutes of meetings with Line Ministries and other relevant institutions. d). Partnership/agreements documents
iii. Support and implement programming aimed at building the capacity of the NGOs in the	a) Action plans b) Technical assistance and training

Sector of Democracy and Human Rights in order to coordinate collective action activities and networking by Commission members.	reports c) Progress Monitoring reports d) Monitoring visits reports. e) Monthly program budget reviews f) Ensure timely submission of contractual progress and financial reports.
iv. Ensure that the Commission is functional	a) Keep an up-to date membership database. b) Ensure regular meetings. c) Regular scanning of the issues that affect human rights to ensure regular update of members.
v. Performs Secretariat functions to the Commission.	a) Invitations for meetings send on time. b) Logistics for the meetings arranged c) Minutes of the meetings taken and available d) Minutes send to members e) Prepares Commission activities reports for the Executive Director.
vi) Ensure information flow amongst members, other programs and Commissions as well as key partners	a) Information strategy and flow chart available and implemented.

## JOB SPECIFICATIONS

### Education and Training

First degree in Law specialising in Constitutional Law and at least two (2) years working experience in NGO sector.

Proficient in working with civil society groups.

### Knowledge and Skills

- Project planning and Management skills
- Lobbying and Advocacy skills
- Negotiation and Networking skills
- People management
- Knowledge management
- Situational leadership
- Interpersonal skills
- Team Player
- Computer Literacy

### Attributes

- Self-motivated
- Integrity
- Fast learner.