



**WORLD FEDERATION OF THE DEAF**

*Legal Seat – Helsinki, Finland*

An International Non-Governmental Organisation in official liaison with ECOSOC, UNESCO, ILO, WHO and the Council of Europe. WFD was established in Rome in 1951

**PO Box 65, 00401 Helsinki, FINLAND**

[www.wfdeaf.org](http://www.wfdeaf.org)

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## **INVITATION TO APPLY FOR WFD PROJECT OFFICER**

(Human Rights in the Maghreb Region)

**World Federation of the Deaf (WFD) is an international non-governmental organisation representing and promoting approximately 70 million deaf people's human rights worldwide.**

**The WFD is a federation of 134 nations; its mission is to promote the human rights of deaf people and full, quality and equal access to all spheres of life, including self-determination, sign language, education, employment and community life. The WFD has a consultative status in the United Nations and it is a founding member of the International Disability Alliance (IDA).**

**The WFD Secretariat is located in Helsinki, Finland; its website is [www.wfdeaf.org](http://www.wfdeaf.org)**

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The WFD is seeking a Project Officer for a six month fixed term position, until 28 February 2018. The chosen candidate is expected to start immediately, or at the latest on 1 September 2017. The WFD Project Officer will work as part of the WFD Secretariat, currently composed of four other salaried staff members, and the position reports directly to the WFD Team Leader and is supported by the WFD Human Rights Steering Committee.

### **Project in short:**

The purpose of this project, titled 'Human Rights in the Maghreb Region', is to meet the pressing need of reducing inequality and overcoming causes of exclusion faced by the Deaf Communities in the said region. The project targets Deaf Communities in Morocco, Algeria, Tunisia, Mauritania and Libya. The first goal aims to strengthen national associations of the deaf through a training program on organisational leadership. The second goal is to increase awareness of the society on deaf issues and human rights in aim to strengthen the human rights knowledge of the deaf participants, so that they are able to develop tools to effectively act and advance the human rights of the Deaf Community. The project is funded by the Finnish Ministry for Foreign Affairs.

Following experiences, skills and qualifications are required from a successful applicant:

### **Experiences:**

1. Previous, at least 3 years of work experience in human rights, development, or closely-related field.
2. Solid knowledge and experience in project management and coordination, including management of finances.
3. Experience in working with Deaf Communities in developing countries.

### **Skills:**

- 1) Ability to carry out tasks, make decisions independently and meet deadlines.
- 2) Strong understanding and proven experience of budgeting principles and financial management.

- 3) Knowledge of human rights questions, with special focus on deaf people and their needs.
- 4) Capability to assist the Deaf Community to build up stronger organisations.
- 5) Facility to successfully liaise and network with colleagues, organisations of the deaf, national governments and various partners in a multicultural environment.
- 6) Excellent communication abilities including high level written English. Fluency in one national sign language, good International Sign skills, and the ability to use a sign language interpreter in meetings. Knowledge of other written languages, such as Arabic or French, is an asset.
- 7) Previous experience in communication sector is desirable: E.g. editing stories, signing and editing sign language information and usage of WordPress or a similar tool.

### **Qualifications:**

To be considered for the position the candidate should have a background in development co-operation or human rights and preferably possess a Master's Degree in Social Sciences, development co-operation, other relevant discipline or otherwise proven qualification for the position.

### **Main responsibilities:**

The Project Officer is expected to:

- Co-ordinate and carry out preparations of one final training workshop, planned for November, including support in logistics and practical arrangements;
- Be responsible for the training program;
- Identify suitable external experts as trainers;
- Communicate and support the national associations of the deaf involved in the project regularly throughout the project cycle;
- Assist the national deaf associations in organising local grass-roots seminars;
- Prepare a final, comprehensive narrative and financial project report to the funder as well as report of the progress regularly to the WFD Human Rights Steering Committee and to the WFD Board.
- Write contents to the WFD media platforms, and be co-responsible for updating the WFD website
- Assist the WFD Development Officer in fundraising.
- Other tasks required by the WFD Team Leader.

The position requires traveling to the training site for approximately two weeks in November (tbc) and commitment to work from time to time also on weekends.

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**The WFD office is based in Helsinki, Finland, and the position can be managed either from the office, or be home based. However, the position does not offer compensation related to relocation and establishment costs for a successful candidate.**

To apply for this position, please submit your Curriculum Vitae (CV) and a cover letter (maximum of one page). Please ensure that your CV and cover letter clearly demonstrate how you meet the experiences, skills and qualification requirements of the role. Please provide also two written letters of reference from professional contacts and a short statement in International Sign of your experience in project work (maximum of 2 minutes), downloaded to vimeo or youtube with the appropriate link. All application materials shall be written in English, without external proofreading.

**Monthly salary is determined by the project budget. In addition, the employee will be paid per diems during travel and training days. For further enquiries, or to apply, please email Ms Meri Hyske-Fischer, Team Leader: [meri.hyske-fischer@wfd.fi](mailto:meri.hyske-fischer@wfd.fi) by Wednesday, 9 August, 2017 at 17.00 (Finnish time).**

**Shortlisted candidates' interviews will be carried out via Skype.**