



## **Terms of Reference**

### **Post Title: Junior Advocacy and Media Management Officer**

**Organization:** Ethiopian Human Rights Defenders Centre (EHRDC)

#### ***Background***

Ethiopian Human Rights Defenders Centre (EHRDC) was established in December 2019 and registered in November 2020 with registration number 5220 at the FDRE Authority for Civil Society Organizations. EHRDC is dedicated in advocacy, capacity building, and protection for human rights defenders in Ethiopia to ensure their safety, security, and well-being, and evidence-based advocacy.

#### ***Position Summary***

The Junior Advocacy and Media Management Officer will support the implementation of advocacy strategies and manage media relations to promote human rights and the protection of human rights defenders in Ethiopia. This role requires excellent communication skills, an understanding of media engagement, and a keen interest and knowledge in human rights advocacy.

#### ***Key Responsibilities:***

- Assist in developing and implementing advocacy strategies and campaigns.
- Prepare and disseminate advocacy materials, including press statements and reports.
- Assist in organizing and participating in advocacy meetings, workshops, and public forums.
- Develop and maintain relationships with key stakeholders, including civil society organizations, media, and international bodies.
- Draft and support the creation and dissemination of press releases, newsletters, and other communication materials.
- Coordinate media coverage for EHRDC events, campaigns, and initiatives.
- Develop and manage content for EHRDC's website and social media platforms.
- Collaborate with the advocacy team to develop and promote advocacy messages and campaigns.
- Monitor media coverage and social media analytics and prepare reports
- Assist in responding to media inquiries and coordinate interviews with spokespersons.
- Manage and update the organization's social media accounts

- Assist in training and capacity-building activities for human rights defenders on advocacy and media engagement.
- Perform other duties as required.

### *Skills and Qualifications*

- Bachelor's degree in communications, Journalism, Law, Political Science, International Relations, or a related field.
- Fresh graduates with experience of internship or one year of experience in advocacy, media management, or a related field within CSOs/NGO or related settings.
- Understanding of human rights issues and the socio-political context in Ethiopia.
- Excellent written and oral communication skills.
- Ability to create engaging content and manage media relations.
- Strong organizational and project management skills.
- Ability to work independently and as part of a team.
- Proficiency in the working Languages and English
- Innovative and close to technologies
- Website managing and Graphic designing skills

### *Terms of Payment*

*As per the organization's salary scale.*

### *Application Process*

Interested applicants need to submit their CVs and Letter of interest to [EHRDCenter@ethdefenders.org](mailto:EHRDCenter@ethdefenders.org) and copy Leilt@ethdefenders.org before September 05, 2024 with the subject line “Junior Advocacy and Media Management Officer - EHRDC” or in person at our office address – Gotera, Near Wongelawit, KAS Tower building, 7<sup>th</sup> floor, office #702.

### *Safeguarding*

***Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At the Ethiopian Human Rights Defenders Center (EHRDC) we take our responsibilities very seriously and will not tolerate wrongdoing or people that pose a safeguarding risk. We will undertake criminal record checks and references as deemed necessary while recruiting.***