



**Promoting fair and  
effective criminal justice**

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## **PENAL REFORM INTERNATIONAL**

Founded in 1989 by an international group of NGO human rights activists and criminal justice practitioners Penal Reform International (PRI) is a leading international non-profit non-governmental organisation (NGO) promoting and implementing penal reform world-wide.

### **The main aims of the organisation are to achieve penal reform through:**

- 1 The development and implementation of international human rights instruments with regard to law enforcement, prison conditions and standards
- 2 The elimination of unfair and unethical discrimination of all penal measures
- 3 The abolition of the death penalty
- 4 Reduction in the use of imprisonment
- 5 The use of constructive non-custodial sanctions which encourage social reintegration whilst taking account of the interests of victims

PRI works with governmental and non-governmental partners to achieve its aims. Its activities include advocacy work at international, regional and national level; implementing practical programmes of penal and criminal justice reform; and publishing training and information resources.

As well as the London Head Office, PRI has regional offices in Tbilisi (Georgia), Amman (Jordan), Astana (Kazakhstan) and Moscow (Russia). PRI has consultative status with the UN (ECOSOC) and the Council of Europe, and observer status with the African Commission for Human and Peoples' Rights. Since its inception PRI has developed programmes in Sub-Saharan Africa, Northern Africa and the Middle East, Central and Eastern Europe and Central Asia, South Asia, Latin America, the Caribbean, and the USA.

For more information on PRI please visit our website at [www.penalreform.org](http://www.penalreform.org)

## JOB DESCRIPTION

<b>Job Title:</b>	Africa Programme Manager
<b>Responsible to:</b>	Programme Development Director (PDD)
<b>Location:</b>	Kampala, Uganda
<b>Hours of work:</b>	35 hours per week
<b>Contract type:</b>	Full-time fixed-term contract to 31 January 2017
<b>Salary:</b>	Commensurate with experience

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### **Main purpose of the job**

PRI is establishing a pilot Africa regional office, with Sub-Saharan regional coverage and based in Uganda, to develop our increasing work in the region. PRI has worked in partnership with criminal justice agencies and civil society in the region since the 1990s. Our work in Africa has focused on addressing the overuse of imprisonment through alternatives such as Community Service Orders and improving prison conditions to adhere to international human rights standards. We have promoted justice for children and gender-sensitive approaches for women in the criminal justice system. Regional work has included initiatives to abolish the death penalty, supporting the ACERWC on children of imprisoned parents and developing an East Africa Criminal Justice civil society e-network. The focus of our work during the past three years has been in Kenya, Tanzania and Uganda. However, we have also engaged with civil society partners and governments throughout Africa, providing training, resources, expertise and opportunities to share learning. Our North Africa work is covered by our MENA office. Further information can be found at [www.penalreform.org](http://www.penalreform.org).

The Africa Programme Manager is an exciting new position, exploring and facilitating the growth of PRI's work in the region. The position will be based in Kampala, in a new office within the premises of our Ugandan NGO partner, the Foundation for Human Rights Initiative (FHRI). (FHRI will continue to be our lead NGO partner for our Uganda related work.) The Africa Programme Manager will identify and develop programmes of work (including sources of funding) where PRI can add value and which align to PRI's Strategic Plan 2015-20. The Programme Manager will initiate and develop strategic partnerships within the region and represent PRI at regional fora. In coordination with PRI's funding team in London, the Programme Manager will identify and secure funding to sustain the office and regional work. The position will be responsible for managing the new office, including potentially recruiting and managing a new staff position.

The position will report directly to PRI's Programme Development Director in PRI's Head Office in London and will liaise, as required, with the Executive Director, Policy Director and Finance Director and engage with other staff in PRI's Head Office and four other regional offices. An excellent working relationship with FHRI will also be needed.

PRI's East Africa work is currently supported by grants from the UK Government (DFID), Open Society Foundation (OSF) and the Thai Institute of Justice. Funding for the East Africa office is currently secured up to December 2016.

The post will be reviewed at the end of the 12 month period.

## **Main Responsibilities**

1. Establish and manage the Africa office on a day-to-day basis, strategically and administratively.
2. Explore the potential to develop new areas of work and develop initiatives/programmes that build on PRI's current work and expertise in the region and which align with PRI's Strategic Plan 2015-20.
3. Identify and develop new and existing contacts and partnerships in the region, including effective, strategic relations with actors in the criminal justice system, civil society, government, UN agencies and other relevant organisations.
4. In liaison with PRI's Head Office funding team identify potential sources of funding to develop and sustain the Africa work and office. Initiate and develop donor relations, develop and draft fundraising proposals.
5. Manage the Africa office budget and provide financial forecasts and reports to PRI's Finance Director and donors as required.
6. Support PRI's existing Africa projects in line with donor / partner agreements, liaising with relevant staff in PRI's Head Office responsible for those projects.
7. Represent PRI at meetings and events, preparing briefings as required.
8. Document and disseminate relevant information about developments in the region (from PRI and external actors).
9. Monitor progress of office activities on a regular basis and provide narrative and financial reports as required.
10. Contribute to PRI's organisational development, efficiency and sustainability.
11. Liaise with PRI's Information and Communication Officer to produce reports, news items and blogs to contribute to PRI's website and newsletter.
12. Operate at all times in accordance with PRI's mandate and values. Ensure that the Africa office operational practice, programmes and partnerships adhere to PRI's policies and procedures and comply with local legal, financial and tax requirements.

The balance of these tasks will be determined by the requirements of PRI at any particular time. In keeping with the spirit of cooperation and shared responsibilities of PRI, staff members are required on occasion to undertake work outside the specifics of their job description.

November 2015.

## PERSON SPECIFICATION

**Job Title:** Africa Programme Manager

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### Qualifications

Educated to degree level or equivalent	Essential	A
Post graduate qualification in an appropriate field	Desirable	A

### Experience

International human rights law and criminal justice	Essential	A
Knowledge and understanding of penal and prison reform in Africa	Essential	I
Developing, managing, monitoring donor-funded programmes	Essential	A
Narrative and financial reporting experience	Essential	I
Negotiating and managing relations and partnerships with key stakeholders and donors.	Essential	I
Networking, advocacy and lobbying	Essential	I
Identifying funding opportunities. Developing fundraising applications	Essential	A
Managing a staff team and office	Essential	A
Developing and managing budgets and finance.	Essential	A

### Skills and abilities

Strong programme development and fundraising skills. Ability to identify and apply learning to inform work.	Essential	I
Excellent organisation and time management skills	Essential	I
Ability to communicate effectively and persuasively.	Essential	I
Computer literacy	Essential	A
Fluent written and spoken English	Essential	A
Fluent written and spoken French	Desirable	A

### Personal qualities

Excellent interpersonal skills, with patience, tact and imagination	Essential	I
High level of initiative, self-motivation, ability to take responsibility	Essential	I
Drive, enthusiasm and commitment to PRI's mandate and values	Essential	I
Willingness to service own work	Essential	I
Good understanding of gender and cultural issues	Essential	I

### Circumstances

Able to work at weekends and late when necessary	Essential	I
Willing and able to travel	Essential	I
Legal right to permanently work in Uganda	Essential	A

**A = to be demonstrated on the application form for the purposes of shortlisting.**

**I = to be demonstrated at interview**