

CALL FOR EXPRESSION OF INTEREST

Matching Fund Request for Human Rights (Sub-Recipient 2)

Call for Application (COA) Number: TLF-MFRHR- 06

Issuance Date: January 11, 2021 (Monday)

Deadline of Submission: January 18, 2021 (Monday)

Call for Expression of Interest for a **JUSTICE ACCESS AND LEARNING OFFICERS COORDINATOR** under TLF SHARE Collective for PROTECTS GRANT.

Description:

The Matching Fund for Human Rights (MFHR) ensures that key populations and people living with HIV (PLHIV) have access to information and redress mechanisms to address human rights-related barriers in accessing health and HIV services. The Justice Access and Learning Officer (JALO) program was established to facilitate this. JALOs provide assistance to persons living with HIV (PLHIV) and key populations (KPs) affected by HIV with their legal or human rights concerns. The key populations are (1) men who have sex with men (MSM), (2) transgender women (TGW), (3) persons who inject drugs (PWID), and (4) young key populations (YKP). Although they are not licensed lawyers, the JALOs are trained to be sufficiently knowledgeable on relevant laws and policies affecting PLHIVs and KPs, and to be adequately familiar with the judicial and administrative processes for redress of grievances. As “learning officers”, they are also expected to help promote human rights, including but not limited to sexual orientation, gender identity and expression (SOGIE) and health rights, to enhance the KPs’ legal literacy.

The JALO assignment is a part-time position lodged in selected community-based organizations (CBO) in the Grant’s Project sites. The JALOs report to the JALO Coordinator and to their respective CBO Executive Directors where they are seconded/assigned. They will receive technical support from and will be monitored by TLF SHARE Collective.

The JALO Coordinator will lead the implementation of the JALO program in collaboration with TLF.

ESSENTIAL JOB FUNCTIONS:

1. Review and enhance the JALO program of the PROTECTS Project;
2. Supervise, monitor, and evaluate the workplans, functions, and output of the JALOs that are assigned to various sites and CBO Community Centers;
3. Review cases and guide JALOs on managing KP's issues related to HIV and rights issues including but not limited to legal and technical advise, referrals, and/or redress options;
4. Identify capacity development needs, develop, and implement capacity building and training programs for JALOs;
5. Review and endorse monthly activity reports of JALOs;
6. Establish a legal and rights service delivery network (SDN) system, database of CBOs, organizations, and individual lawyers nationwide to ensure quick and sustainable access to services.

MINIMUM REQUIREMENTS

- **Education:** At least college graduate with a degree program in legal or paralegal studies or its equivalent.
- **Work Experience:** At least 3 years of experience in working with civil society organizations (CSOs), managing and coordinating paralegal work, legal research and legal writing, and human rights documentation. Has a wide and established legal and paralegal network.
- **Training Experience:** Preferably with training on Human Rights documentation, paralegal, human rights-based approach services, writing legal documents, experience in working with CBOS and NGOs, network of lawyers and can handle stigma and discrimination cases involving KPs and PLHIVs
- **Other Professional Skills:** Must be a member of the bar in good standing, proficient in oral and written English business communication; operation of computer and other ICT equipment; and knowledge in the use of most Microsoft Office and relevant applications.
- **Other Desirable Qualities:** Has leadership qualities with strong communication skills, collaborative and consultative, and can work well with a team. Mindful of deadlines and willing to work part time.



FAIR HIRING POLICY

TLF SHARE is an equal opportunity employer and highly encourages applicants from the gay, bisexual, and transgender community who have experience in non-profit and community development work.

SUBMISSION PROCEDURE

Interested applicants should submit a letter of application and attach updated CV/resume (with list of character references), via email to [**tlfmanila@gmail.com**](mailto:tlfmanila@gmail.com) on or before January 18, 2021 (Monday), addressed to Mr. Anastacio M. Marasigan Jr., Executive Director, TLF SHARE Collective. Technical review of documents and interview will be facilitated and the most qualified applicant will be contracted by TLF SHARE. Please take note that this is for immediate hiring to be based on Metro Manila, and contract period is from January 2021 to December 2023 subject to renewal upon evaluation.

All documents and information will be treated with utmost care and confidentiality in compliance with Philippine Data Privacy law.