

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

African Commission on Human & Peoples'  
Rights

Commission Africaine des Droits de l'Homme &  
des Peuples

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## COMMITTEE FOR THE PREVENTION OF TORTURE IN AFRICA (CPTA)

### TERMS OF REFERENCE – INTERN

<b>Job Title:</b>	Intern
<b>Organization:</b>	African Commission on Human and Peoples' Rights (ACHPR)
<b>Reports to:</b>	Executive Secretary
<b>Location:</b>	ACHPR Secretariat, Banjul, The Gambia
<b>Duration:</b>	12 months renewable, starting soonest

#### Job Description

Under the day-to-day guidance of the Senior Legal Officer assisting the Chairperson of the Committee for the Prevention of Torture in Africa (CPTA) of the African Commission on Human and Peoples' Rights (ACHPR), and the overall supervision of the Executive Secretary, the Intern will be the Focal Point for coordination of CPTA activities, event-planning, field projects, internet searches, routine follow-up, and website-updating.

The position is an entry level post, and would suit a person in the early stages of his/her career, as well as someone seeking further work experience in the human rights field.

## **Terms of reference**

1. Focal Point for CPTA promotional activities, advocacy, fact-finding missions and monitoring visits;
2. Assisting in the implementation and development of the mandate of the CPTA;
3. Drafting concept notes and researching on human rights issues as necessary;
4. Responding to queries from stakeholders including Member States, NGOs, National Human Rights Institutions and individuals;
5. Assisting in organizing workshops/seminars and other promotional activities of the CPTA;
6. Participating in the ACHPR Secretariat work of supporting the CPTA in the implementation of its mandate;
7. Performing any other task as may be assigned by the Executive Secretary.

## **Resources**

The Intern will have access to office working space, a computer and internet.

## **Evaluation**

Evaluation will consist of:

1. An interim written report from the Intern due 6 months after assumption of responsibilities;
2. A final written report from the Intern due 12 months after the start of the internship;
3. A final written report from the attachment supervisor due 12 months after the start of the internship.

All these reports should be cleared by the Executive Secretary before they are transmitted.

## **Remuneration**

The post is an unpaid voluntary internship, but a monthly stipend to be determined will be provided by the Association for the Prevention of Torture (APT), the ACHPR partner sponsoring the position.

## **Insurance**

It is understood that the Intern will make his/her own arrangements with regards to insurance, and that the ACHPR will not be held responsible for medical or other costs related to this internship.

## **Intern's Professional Undertaking**

The Intern undertakes to respect all AU Rules and Regulations as well as instructions and directives governing the operations and/or functioning of the ACHPR.

In the event that the Intern breaches his/her undertaking, the internship may be terminated at once upon the decision of the authorities at the ACHPR, who will notify the sponsoring Organization in writing.

## **Benefits**

1. Opportunity to participate in CPTA advocacy, promotional or fact finding missions as well as in its torture prevention visits.
2. Training in office management skills, program administration, publications drafting, grant research, public relations and outreach
3. Gaining a varied experience working for a regional human rights body
4. Acquiring further knowledge of the African human rights system and its procedures
5. Opportunity for networking with human rights professionals and experts and with a variety of partners of the ACHPR
6. Annual holidays total 25 days
7. The post is an unpaid voluntary internship but a monthly stipend to be determined will be provided
8. Opportunity to participate in field activities/missions with all costs covered and to interact with various stakeholders in different countries

## **Personal specifications**

### **• Essential characteristics:**

1. Post-graduate Degree (LLM/masters) preferably in Law, International Relations, Political Science or related areas with a strong Human Rights component;
2. Excellent oral and written communication skills;
3. Excellent interpersonal skills and team working skills;
4. Fluent in English and French;
5. Excellent organizational skills and the ability to classify and manage information from different sources;
6. Sound analytical and research skills;
7. Proficiency in Microsoft Office applications and internet tools;
8. Methodical and highly motivated;
9. Creative and innovative thinking;
10. Self-motivating and ability to use initiative where necessary;
11. Willingness to work with good work ethic;
12. Willingness to travel;
13. Willingness to learn new things and use innovative procedures;
14. National of an African Union Member State.

- **Desirable characteristics:**

1. Good editorial skills;
2. Knowledge of torture prevention related issues;
3. Interest in Human rights and administration of justice issues;

### **How to Apply**

Applications can be sent by 21 September 2010 to the Executive Secretary, at [achpr@achpr.org](mailto:achpr@achpr.org), [secretary@achpr.org](mailto:secretary@achpr.org) , with copies to the APT Secretary General, at [jobs@apt.ch](mailto:jobs@apt.ch) with the following documents:

1. A motivational letter
2. A curriculum vitae
3. 2 to 4 page writing sample in English or French
4. Contact details of 2 referees