



Job Announcement
Project Coordinator

The Due Process of Law Foundation (DPLF) seeks a Project Coordinator to lead an initiative to strengthen human rights mechanisms in El Salvador carried out in partnership with Counterpart International and Partners El Salvador. This position is based in San Salvador, El Salvador and will report to DPLF's Senior Program Officer for Impunity and Grave Human Rights Violations, based in Washington D.C.

JOB OVERVIEW: The Project Coordinator serves as DPLF's main contact with the other two initiative partners. The individual will provide direction, oversight, and overall management of DPLF's 3 person team and its operations to ensure proper governance and accountability according to DPLF's mission and vision and the project goals.

ABOUT DPLF: DPLF is a regional, nonprofit, and nongovernmental organization based in Washington, DC with a multi-national group of professionals. Its mandate is to promote human rights and the rule of law in Latin America through analysis and recommendations, cooperation with public and private organizations and institutions, the sharing of experiences, and advocacy. Our vision is a Latin America in which civil society, using national and international legal instruments, participates fully in the consolidation of the rule of law and respect for human rights, and in which judicial institutions are independent, transparent, accessible, and able to fulfill their role in strengthening democracy.

RESPONSIBILITIES:

- Coordinate and maintain working relationships with the initiatives' partners.
- Supervise the DPLF El Salvador team in carrying out required project activities and obligations, including project reporting.
- Coordinate and maintain relationships with other local project partners.
- Maintain working knowledge of current political and human rights related developments and trends in the country.
- Carry out and coordinate legal research and political analyses as required by the project in coordination with the Senior Program Officer for Impunity and Grave Human Rights Violations.
- Review project publications and reports.
- Coordinate with DPLF communications team and local lead project organization communications staff on project publications so that productions meet project requirements and deadlines.

- Draft and produce written quarterly and annual program activities narrative reports, capturing the impacts of program activities, in coordination with the full DPLF El Salvador project team. Coordinate with the Program Manager and the Director of Institutional Development and Finance on project budgeting and expenses, and production of financial project reports.
- In close collaboration with the DPLF team, evaluate, contract, and supervise other project consultants (national and international experts), guaranteeing that project outcomes meet DPLF's standards and project deadlines.
- Provide technical advice and leadership on international human rights standards to partner organizations.
- Advise national organizations on technical human rights issues.
- Ensure DPLF El Salvador team compliance with all project rules and regulations, and adherence to grant agreement.
- Coordinate with DPLF program, finance, and administrative staff to ensure smooth project operations including logistics (e.g. transportation and event coordination), event vendor payments, security, administration, and human resources.

QUALIFICATIONS:

- Law degree.
- At least four years of management in senior positions.
- At least seven years of experience working on human rights issues in Latin America from an international law perspective. Expertise on public security is preferred.
- Fluency in written and spoken Spanish and English.
- Excellent research and writing skills.
- Basic understanding of the political context in El Salvador.
- Strong ability to multitask, prioritize, and organize work and time efficiently.
- High degree of personal initiative to propose and carry out activities.
- Excellent interpersonal skills with people from different backgrounds and positions.
- Ability to work within a multi-cultural team environment.

SALARY & BENEFITS: DPLF offers a competitive salary plus full benefits package.

TO APPLY: Please send cover letter, resume, two writing samples (one in English and one in Spanish – maximum 3 pages each), and the names of three professional references with contact information by 9 February 2018, to the attention of: Laura Park, Director of Institutional Development and Finance, at info@dplf.org (Subject line: Project Coordinator Application).

THIS POSITION IS OPEN TO THOSE LEGALLY ELIGIBLE OR AUTHORIZED TO LIVE AND WORK IN EL SALVADOR.