



African Policing Civilian Oversight Forum

Vacancy:

Project and Research Officer

Based in Cape Town, South Africa

APCOF is a Not-for-Profit Trust working on issues of police accountability and governance in Africa and is based in Cape Town South Africa. APCOF promotes the values which the establishment of civilian oversight seeks to achieve namely: to assist in restoring public confidence in the police; developing a culture of human rights, promoting integrity and transparency within the police; and good working relationships between the police and the community. While APCOF is active in the field of policing, its work is located in the broader paradigm of promoting democratic governance and the rule of law.

The objectives of APCOF are to:

- Promote police accountability.
- Advocate for and support the development of institutions and mechanisms for oversight of the police.
- Create and sustain public confidence in police.
- Develop a culture of good governance, human rights, integrity, transparency and accountability within the police.
- Promote good working relationships between the police, civil society and citizens.

Project and Research Officer Based in Cape Town, South Africa

APCOF seeks to recruit a Project and Research Officer to join its core specialised team based at its office in Cape Town. The suitable candidate will work across all APCOF projects but specifically on a new initiative building local community response to preventing and responding to xenophobia, utilising their skills and experience in the fields of police reform and criminal justice. The Research officer will support the development and implementation of project plans, which requires well developed research, writing and communication and facilitation skills.

The role and responsibilities of the Project and Research officer are as follows:

African Policing Civilian Oversight Forum
Building 23B, Suite 16, Waverley Business Park, Wyecroft Road, Mowbray, Cape Town, 7925
PostNet Suite 63 Private Bag x11, Mowbray,7705

PURPOSE OF THE ROLE

To participate in co-ordination, planning and implementation of designated projects; monitor their progress; and manage accurate record keeping.

DUTIES AND RESPONSIBILITIES

- Plan and implement agreed project outcomes in line with approved budgets and the organisations programme strategy and objectives.
- Consult with stakeholders and draft correspondence and reports.
- Compile research analysis and produce papers, articles and publications.
- Prepare regular activity updates, meeting minutes and make input into financials for compilation and submission.
- Promote advocacy opportunities.
- Assist with the implementation of M&E systems for selected projects.

Minimum Requirements: • An advanced degree in law or related field • A minimum of 3 years direct experience working on human rights policing and criminal justice issues • Experience in project management and fundraising • Administrative skills • Community facilitation skills • Proficiency in written and spoken English • Experience in research, with a proven publications record • willingness and ability to travel • be a South African citizen or have a valid South African work visa.