

## CALL FOR EXPRESSION OF INTEREST

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

**Expression of Interest (EOI) Number:** TLF-MFHR- 07

**Issuance Date:** January 11, 2021 (Monday)

**Deadline of Submission:** January 18, 2021 (Monday)

Call for Application: **JUSTICE ACCESS AND LEARNING OFFICERS (16 JALOs)**  
under TLF SHARE Collective, Inc. for PSFI 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 in the country. 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.

#### **ESSENTIAL JOB FUNCTIONS:**

- Liaise with identified CBOs, and partner organizations to ensure organized actions, protection, promotion, and fulfillment of rights of key populations

- Work as a focal person and/or first line of contact in referring, receiving, and documenting cases and access to justice and redress of PLHIV and KP clients.
- Legal triage of the reported concerns through the conduct of case analysis, dialogue and consultations
- Provide counselling, intercession, mediation, or referral services, as applicable.
- Assist in establishing a local justice access and service delivery network, a process that includes the mapping of local resources and partners.
- Report cases through the Community-Based Monitoring and Reporting (CBMR) System for Human Rights as appropriate. (The CBMR is an online reporting system being developed under the Grant.)
- Render at least 20 hours of relevant work per week, including, but not limited to physical presence at their CBO's office.
- Submit a monthly JALO Accomplishment Report (JAR), using the template and guidelines currently prescribed by the MFSR-HR.

## MINIMUM REQUIREMENTS

- **Education**: At least college graduate with a degree program in legal or paralegal studies or its equivalent.
- **Work Experience**: Relevant work experience in the field of human rights, human rights documentation, and technical legal writing. Has worked with CSOs/CBOs involved in human rights promotion of persons of diverse SOGIE and People Living with HIV, has experience in building and expanding local and national networks.
- **Training Experience**: Preferably with training on HIV and AIDS 101, and human rights documentation
- **Other Professional Skills**: Must be 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 knowledge on AIDS laws and relevant policy issuances, diligent, with good in inter-personal relationships, can work with minimal supervision; 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 in various sites, 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.