



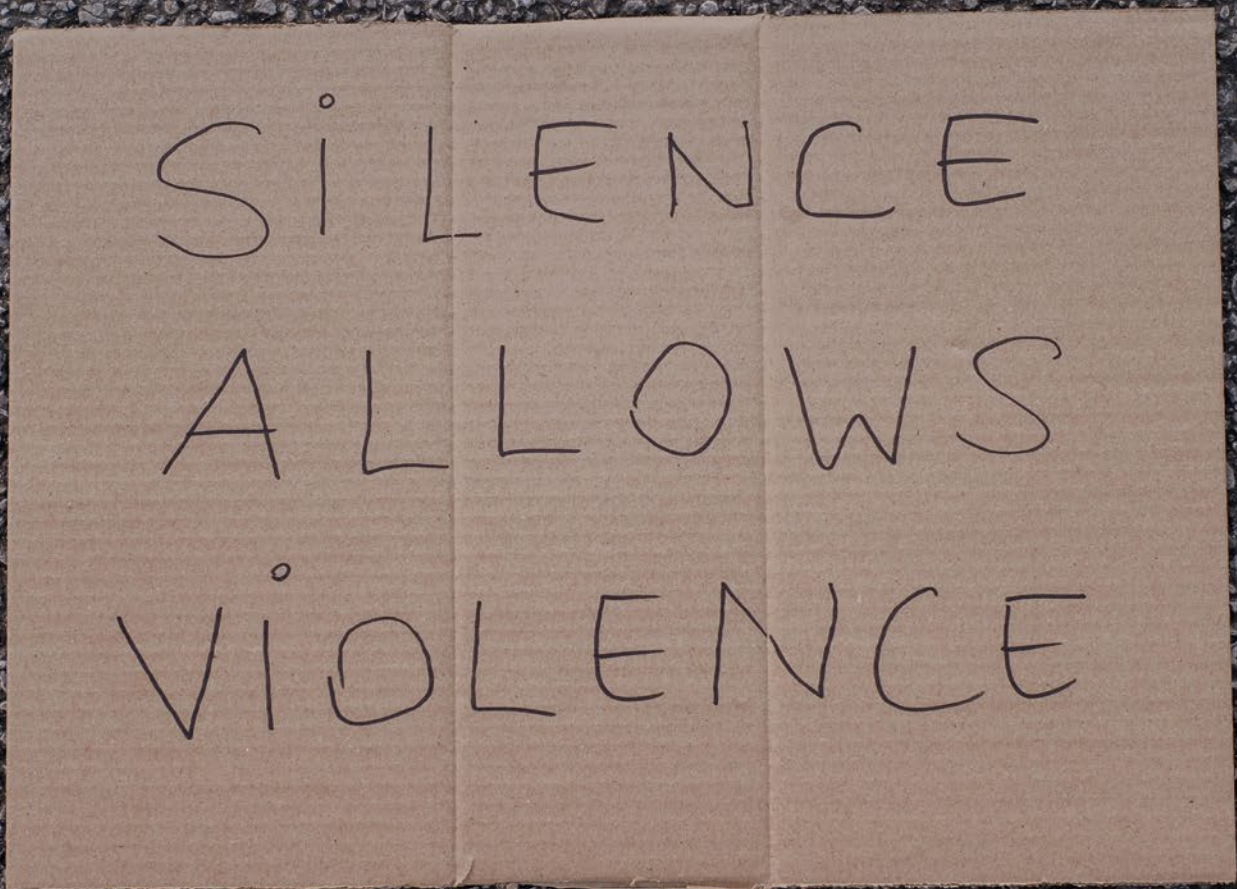
Appointment of  
**Executive Director**

November 2022



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# About HURIDOCS

**HURIDOCS (Human Rights Information and Documentation Systems) was founded 40 years ago to help human rights groups gather, organise and use information to create positive change in the world.**

We are a team of documentation specialists, researchers and software developers, united by our belief in the power of accurate, accessible information and our commitment to human rights. We develop tools and strategies that make evidence, law and research more accessible to those who promote and protect human rights. We collaborate with local activist groups, national human rights institutions, large international NGOs and many organisations in between. Beyond their shared commitment to dignity and freedom, our partners have an important thing in common: they achieve greater impact when the information they need is easy to access, navigate and understand.

Our goal now is to build on the successes of the past 40 years, but also to reflect on how we can have more impact, contribute to a healthy ecosystem to sustain this work and continue to learn. We are at an exciting point in our evolution, having diversified and expanded our staff to the largest in the organisation's history. HURIDOCS has supported projects in more than 100 countries, and more than 150 organisations now use our flagship open-source database application, **Uwazi**, to manage large collections of evidence, cases, complaints, and other human rights materials. Uwazi is a certified digital public good and has been recognised through the Google AI Impact Challenge, among other accolades.

**[HURIDOCS 2022-2026 Organisational Strategy.](#)**



## What We Do

We are allies who care deeply about human rights and understand the power of information, and as such we support the human rights movement in three main ways:

- **Advise:** We partner with human rights groups to co-create solutions for their specific documentation and information management needs.
- **Design:** We develop a reusable, free and open-source software tool called Uwazi that enables human rights defenders to organise collections of human rights information.
- **Exchange:** We foster a living hub of guides, frameworks and resources on how to mobilise information for the purposes of advocacy, litigation or other human rights work.



# What We Do



## Our Approach

Whether we are advising a human rights organisation one-on-one or developing a resource for the human rights movement at large, we at HURIDOCS approach the task with the following values: collaboration, purpose, safety, humanity and adaptability.

**Collaboration:** We listen, ask questions, seek feedback and co-create solutions with our partners – because contextual knowledge is just as crucial for lasting impact as effective documentation technology. When a useful strategy or technological development arises during the course of a project, we take strides to make it openly available, because the human rights movement is strengthened by exchange.

**Purpose:** Information management is not an end unto itself. Evidence, law and research are tools to achieve real-world impact for human rights. That's why we support our partners to clearly define the goal of their project – how it will advance human rights on the ground – to ensure that the technologies or strategies selected always serve that ultimate purpose.

**Safety:** Human rights defenders frequently work with sensitive information or in risky environments — or collaborate with someone who does — so safety is of the utmost importance. We guide our partners through participatory threat assessments, recommend context-appropriate measures to stay safe, and regularly audit our own tools for vulnerabilities. All of the software that we develop is open source, meaning the code is available for anyone to examine.

**Humanity:** We believe that information solutions are most valuable when they are designed with people's goals and behaviours in mind. Furthermore, technology exists in service to human rights defenders, not the other way around. As such, real-world interactions are at the heart of everything we do. We develop solutions and evolve our tools based not on assumptions, but on the ways that human rights defenders actually put them to use.

**Adaptability:** At HURIDOCS, we practise the agile methodology of software development and project management. This means that we iterate to find a solution and adapt to changing conditions, even if it results in deviating from the original plan. Why? Because when we incorporate newly discovered information or lessons learned along the way, we obtain better results for our partners — and for the human rights movement.



# What We Do

## Our Initiatives

### Programmes

We currently support groups that undertake two different kinds of essential work for the realisation of human rights:

- Monitoring and documenting human rights violations
- Improving access to human rights information

### Technical Development

As part of our support for the folks who document violations and facilitate information access, we develop tools that maximise their impact.

We have a few special areas of interest when it comes to this technical development:

- **Uwazi**, a human rights database application
- Machine learning for human rights information
- Interoperability of human rights tools

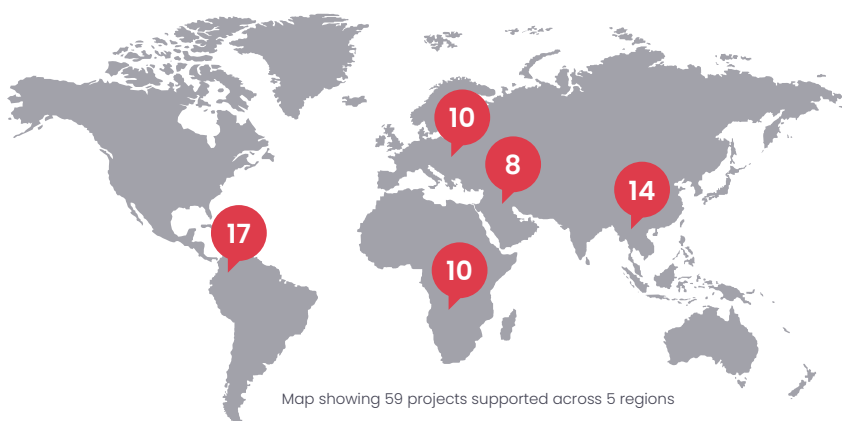
### Resource Creation

We work to create guides, methodologies and manuals related to human rights documentation and information management. Through this work, we are cultivating a resource library for human rights defenders on documentation practices, information management, digital preservation, and human rights-related research.

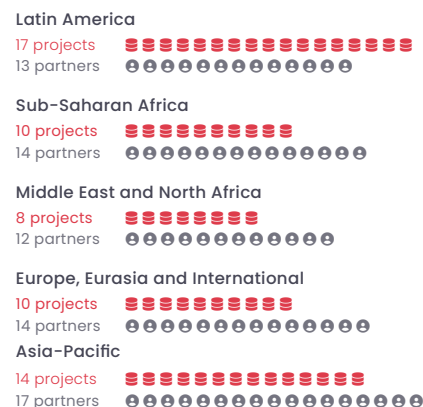


# What We Do

## Programmes & Partnerships OUR REGIONAL FOCUS



We supported 59 projects and 70 partners during 2021



### Our work streams

- Monitor and track violations
- Case / complaints management
- Collective memories and evidence
- Human rights information libraries

### Overview of countries, projects and partners



## Our Impact

HURIDOCS partners with human rights defenders around the world. More than 150 organisations currently use Uwazi to collect, manage, or share human rights information. Some public examples include the **African Human Rights Case Law Analyser**, **Atlas of Torture**, and **Death Penalty Database**. Visit the **Uwazi Showcase** to see additional case studies.

In 2021, for example, HURIDOCS supported 59 projects using Uwazi, in 40 countries.

In 2022, HURIDOCS further expanded this work, including through partnerships with organisations in Ukraine, North Korea, and Bolivia.

By supporting the work of our partners, we aim to:

- **Change perceptions.** We support Information collections that shed light on critical human rights issues, leading to positive behavioural and systemic change.
- **Strengthen accountability.** We develop databases that strengthen the work of transitional justice mechanisms and other accountability processes.
- **Seek redress for victims.** We empower human rights defenders through case management support and public collections to litigate more effectively, ensuring recognition and reparation for victims.
- **Build capacity and foster collaboration.** We develop platforms and resources for the human rights community to strengthen partnerships and combine efforts.



# What We Do



## Our Funders

HURIDOCS is able to help human rights defenders mobilise information, thanks to the generous contributions of our supporters. We receive funding from a mix of sources:

- Grants from philanthropic foundations, diplomatic and development agencies, and private companies.
- Payments from human rights partner organisations for services that we provide.
- Individual donations.

HURIDOCS is the beneficiary of two main types of institutional grants: ones that support our general operations, and ones that support specific projects. Current funders include Open Society Foundations, Oak Foundation, Hivos, the Sigrid Rausing Trust, and the Alfred Landecker Foundation. To see a list of our current funders please visit: <https://huridocs.org/about/funding/>.

## Our Governance

HURIDOCS is registered as a non-profit association under Swiss law in the canton of Geneva, Switzerland. A management team led by the Executive Director guides the day-to-day activities of HURIDOCS, and a board oversees the organisation's long-term strategy and operations.

Management team: <https://huridocs.org/management>.

Board and Advisors: <https://huridocs.org/about/board-and-advisors/>.

## Finance

See our **2021 Annual Report** and **Annual Accounts** on the HURIDOCS website.





## Job Description

### Key accountabilities of the position include:

Reporting to the board, the Executive Director will lead HURIDOCS in furthering its mission, while advancing the financial and institutional strength of the organisation. The Executive Director's main responsibilities will be to:

- Execute HURIDOCS' five-year **organisational strategy**.
- Spearhead fundraising efforts and relationship-building, by marshalling internal expertise and proactively identifying opportunities to expand the organisation's funding sources.
- Ensure the financial mid- and long-term sustainability of HURIDOCS.
- Work with the board and staff to develop and implement policies, procedures, and long-term strategic plans.
- Oversee administrative, financial and programme operations, and all personnel matters.
- Leading by example, cultivate a collaborative and supportive working environment that reflects HURIDOCS' values of honesty, transparency, dependability, and compassion.
- Prepare and, following the board's approval, administer HURIDOCS' annual budget and accounts, in conformity with local laws and requirements.
- Foster strategic growth and show the agility required to respond to the ever-increasing demand for HURIDOCS' support and elevate the entire organisation to increase impact for our partners.
- Negotiate contracts on behalf of HURIDOCS and ensure compliance with these contracts.
- Keep informed of trends, issues, events and new developments within the human rights, documentation and information technology fields.
- Maintain a close working relationship with representatives of the human rights community HURIDOCS serves and the human rights donor communities.
- Ensure a good information flow with the board and the team.



# Person Specification

The successful candidate will demonstrate a majority of the following skills and attributes:

- Demonstrated experience in and passion for institutional fundraising and donor cultivation, including establishing or stewarding relationships with grant making foundations and governments.
- Proven ability to establish, and promote the adoption of, processes that advance operational efficiency, transparency, and impact.
- Strategic leadership and management experience across dynamic organisations, and experience in empowering a dispersed, multicultural and high-performing team.
- Skilled at financial resource mobilisation and securing funding from a vast range of sources.
- A minimum of ten years of relevant professional experience, including at least five years' experience in organisational management, preferably in the non-profit sector.
- Excellent written and oral communication skills, with an ability to credibly and clearly represent HURIDOCS at various fora and inspire support for the organisation's mission and vision.

- Strong interpersonal skills and a managerial style that fosters inclusivity, mutual respect, and collaboration.
- Commitment to human rights values and appreciation for the work of grassroots human rights defenders and the challenges they face.
- Understanding of digital technologies and software development, or a sincere interest and commitment to learn.

## Competencies

- Full professional proficiency in English; other languages are welcomed (particularly French).
- Excellent public presentation and speaking skills.
- Values-led, participatory, inspirational and collaborative leader.
- Flexible, responsive and pragmatic attitude.
- Diplomatic and non-hierarchical.
- Inclusive and transparent.
- Compassionate with a good sense of humour.





# Appointment Process and How to Apply

We are a globally distributed, remote workforce; this is a full-time position, with a location preference in Geneva, Switzerland. At this time, we operate a small office from Geneva but the majority of our team members are working entirely remotely. Typically, we are only able to consider applicants who can already legally work in the country from which they wish to be based.

The salary is competitive within the sector, and dependent on location and experience.

HURIDOCS operates a salary localisation policy using a combination of regularly reviewed FX and local salary adjustment multipliers. Based on current rates, gross salaries for some of our current locations are given as an example: Barcelona, Spain: EUR 88,000 - 103,000, Geneva, Switzerland: CHF 144,000 - 168,000, New York City, USA: USD 158,000 - 185,000, Pretoria, South Africa: USD 73,000 - 86,000, Quito, Ecuador: USD 73,000 - 86,000, Seoul, South Korea: USD 112,000 - 132,000.

To apply please send a CV along with a covering letter to [EDRecruitment@recruitment-huridocs.com](mailto:EDRecruitment@recruitment-huridocs.com) quoting reference **6218**. The closing date for applications is **Friday 6<sup>th</sup> January 2023 at 09:00am CET**.

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*We welcome diversity and do not discriminate on any basis, including age, gender identity, nationality or sexual orientation. Our team consists of parents and non-parents, self-taught and degree educated. We seek to create a supportive working environment based around the following values: be honest, transparent and dependable; practice appreciation, well-being, compassion and care; and pursue growth and learning.*

