



Job Description of the Director of Programs (DOP)

Title	Director of Programs
Term	February 2023 - January 2024
Type of Employment	Employee with state benefits - Full time
Reports to	Executive Director
Nationality	Australia
Employment Base	Australia and Nepal

About NFA

Nationality for All was formed from the work undertaken by the Statelessness Network Asia Pacific (SNAP) over four years to build a regional civil society movement on addressing statelessness in the region. In October 2020, SNAP transitioned from a project hosted by the Malaysian NGO Development of Human Resources for Rural Areas (DHRRA) Malaysia, to an organisation registered in Australia under the new name of Nationality for All (NFA).

NFA works closely with persons with lived experience – stateless persons and persons affected by statelessness, such as stateless persons’ family members, and persons with significant learned experience – grassroot organisations, activists and national NGOs working closely with stateless persons. NFA aims to address the impact and root causes of statelessness in the Asia-Pacific region through a bottom-up and participatory approach. NFA aspires to increase the proximity to power of persons with lived experience and significant learned experience through their meaningful participation in the statelessness ecosystem.

Position Requirements

Values:

- Feminism
- Human rights
- Inclusion and Diversity

Skills:

- Proficient in the use of MS-Office

- Excellent organisational and leadership skills
- Strong proposal and report writing skills
- Ability to do both quantitative and qualitative research
- Skills to perform legal research and analysis
- Strong communication and interpersonal skills
- Ability to empathize with survivors, affected people and persons with lived experience of marginalization

Knowledge:

- Human rights-based approaches to addressing statelessness
- Feminist research and scholarship
- Basics of statelessness and refugee studies
- Statelessness in the Asia Pacific context

Experience:

- 5 - 7 years in the human rights sector (preferable)
- At least one published research work

Qualification:

- A law degree
- Master's degree in social science (preferable)

Roles and responsibilities:

1. *Project Implementation (20%)*
 - a. Coordinate and implement a project to form a regional coalition of Civil Society Organizations (CSOs) on statelessness
 - i. Prepare three separate concept papers on the structure, functions, and activities of the regional coalition
 - ii. Organize in-person and virtual meetings of the coalition
 - iii. Draft concept notes and proposals to raise funds for the coalition
2. *Research coordination (25%)*
 - a. Coordinate with CSOs and Law Firms to update NFA's statelessness mapping report titled 'Statelessness Encyclopedia Asia Pacific' or 'SEAP'
 - b. Review the submissions of the CSOs and Law Firms and finalize the content for publication
3. *World Conference (30%)*
 - a. Coordinate with consortium partners to brainstorm the conference agendas, logistic arrangements, and resource persons
 - b. Support the overall coordination and organization of the different sessions of the conference which may include the following:
 - i. Support the programmatic and logistical arrangements
 - ii. Draft and review conference agenda and session plans

- iii. Ensure that the conference is inclusive and diverse through meaningful engagements with affected people during the preparation phase
 - iv. Contribute to finalizing resource persons
 - v. Support to raise funds to organize the conference
 - vi. Coordinate volunteers
 - vii. Prepare session reports
 - viii. Facilitate certain sessions if needed
4. *Partnership Support (15%)*
- a. Supervise the Partnership Officer to prepare partnership agreements and strategic plans with NFA's partners
 - b. Identify new strategic partners
5. *Organization planning and visibility (10%)*
- a. Participate in the organization's strategic planning process
 - b. Review the organization's strategic plan
 - c. Contribute to the organization's visibility materials including website content

Salary is commensurate with qualifications and experience. Applicants must be eligible to work in Nepal.

NFA values diversity, equality and inclusivity. Applications are welcome from all backgrounds. We especially encourage people with lived experience of statelessness to apply. Please send your application in Word or PDF format to info@nationalityforall.org with subject line "Application: Director of Programs".

The application should include:

- a CV of maximum 2 pages
- a cover letter addressing the above mentioned criteria (maximum 2 pages)
- contact details for two referees

Application close January 18, 2023