Human Rights First Ethiopia
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Organizational structure

The internal organization of the Human Rights First Ethiopia would be organized as follows:

1. **General Assembly**: Human Rights First shall have a general assembly or membership structure where individuals or organizations become members and participate in decision-making processes, electing the members of the board, and contributing to the organization's policies and activities.
2. **Auditor**: the auditor shall be responsible to auditing the performance and financial issue of the Human Rights First Organization.
3. **Board**: The Board having seven members shall be responsible for setting the Human Rights First Ethiopia's strategic direction, policies, and goals.
4. **Executive Director/Deputy Executive Director**: The Executive Director/Deputy Executive Director is responsible for overseeing the day-to-day operations, managing staff, and implementing the Human Rights First Ethiopia's objectives. The Deputy Executive Director shall lead a department in addition to his/her role of deputyship.
5. **Five Departments**: Each department will be responsible for its respective function, planning and implementation. The Human Rights First Ethiopia shall have the following departments:
    - **3.1. Strategic Litigation and Advocacy**
    - **3.2. Education and Training**
    - **3.3. Research, Investigation and Reporting**
    - **3.4. Record, Communication and Public Relations**
    - **3.5. Project and Fundraising**
6. **Support Staff**: These staff members, who work under different departments, will have their specific responsibilities based on their respective roles. These may include external auditor, project managers, secretary, finance, human resources, IT, and administrative staff.
7. **Volunteers**: Human Rights First Ethiopia may have volunteers who contribute their time and skills to support various activities and programs of the organization.
8. **Advisory/Consultative Committees**: Human Rights First Ethiopia may have consultative committees from Ethiopia, Tigray or abroad consisting of lawyers, scholars, and professionals who provide casual guidance and expertise in specific areas related to the objective and programs of the human right first.
9. **Project Teams**: Human Rights First Ethiopia, where necessary, may have project teams for specific initiatives or campaigns, which may bring department heads, staff, volunteers, and experts to work collectively towards achieving the goals of the project.
10. **Tigray Regional Offices**: as the Human Rights First Ethiopia mainly operates in Addis Ababa and Tigray, the organization may have regional office in Mekele depending availability of fund or projects related to the ground works in Tigray or nearby neighboring areas. In doing so, the Tigray regional office may have its own staff.

1. Auditor

The Auditor shall have the following functions and duties:

1. Financial Auditing: Conducting regular financial audits to ensure the accuracy and transparency of financial records, including income, expenditures, and fund allocations.
2. Compliance Auditing: Verifying Human Rights First adheres to applicable Ethiopia's financial or civil society laws, regulations, and internal rules and policies in its operations, as well as the requirements of the donors.
3. Risk Assessment: Identifying potential risks and vulnerabilities within the Human Rights First's operations, financial systems, and programs. Evaluating the effectiveness of internal controls and risk management processes and providing recommendations for improvement if necessary.
4. Program Evaluation: Assessing the Human Rights First's programs and projects to determine their impact and effectiveness in advancing human rights causes. This involves reviewing program objectives, evaluating program outcomes, and assessing whether allocated resources are utilized efficiently.
5. Reporting: Preparing detailed and comprehensive audit reports that present findings, recommendations, and corrective actions to Human Rights First's top management, board members, and relevant stakeholders. These reports serve as a tool for accountability, transparency, and improvement within the Human Rights First Organization.
6. Capacity Building: Assisting the Human Rights First in enhancing its financial and operational capacities by providing guidance on best practices, training staff members, and offering expert advice on financial management and compliance matters.
7. External Liaison: Interacting with external auditors, regulators, and governmental bodies to ensure compliance with reporting requirements and respond to any inquiries or requests for information.
8. Continuous Monitoring: Conducting periodic follow-up audits to verify whether the Human Rights First has implemented recommended changes and addressed identified deficiencies.
9. Perform other necessary functions and duties to implement the Human Rights First's objectives.

2. Board

The Board shall have the following functions and duties:

1. Strategic Guidance: Providing strategic advice and guidance to the Human Rights First organization's top management team regarding its mission, vision, and strategic direction.
2. Policy Development: Assisting in the development and review of policies, procedures, and programs related to human rights initiatives.
3. Network and Partnership Building: Leveraging their influence and connections to build networks and partnerships with other impactful organizations, governments, and stakeholders to promote human rights in Ethiopia in general and in Tigray region in particular.
4. Advocacy and Public Support: Supporting the Human Rights First organization's advocacy efforts by using their influence, expertise, and platforms to raise awareness, mobilize public support, and lobby for law or policy changes in impactful states such as United States, UK, European Union and African States.

5. Fundraising and Resource Mobilization: Assisting in fundraising activities and resource mobilization efforts by leveraging their networks, making personal contributions, and connecting the Human Rights First organization with potential funders or donors.
6. Expertise and Knowledge Sharing: Providing expert advice, specialized knowledge, and insights in areas relevant to the Human Rights First organization's human rights work, such as legal, political, networking, reporting, or campaigning expertise.
7. Monitoring and Evaluation: Participating in monitoring and evaluation processes to assess the Human Rights First organization's impact, effectiveness, and compliance with human rights standards, domestic laws, and donor requirements and conditions, and its objectives.
8. Ethics and Governance: Ensuring the Human Rights First organization operates ethically, transparently, and in compliance with legal and governance requirements, and providing oversight to safeguard the organization's reputation and integrity.
9. Perform other necessary functions and duties to implement the overall objective of the Human Rights First.

3. Executive Director

The Executive Director shall have the following functions and duties:

1. Leadership: Providing overall leadership and direction to the Human Rights First organization, ensuring that it functions effectively and achieves its mission and goals.
2. Strategic Planning: Developing and implementing strategic plans to advance the Human Rights First organization's human rights agenda.
3. Fundraising: Overseeing and coordinating fundraising efforts, cultivating donors, and securing financial resources for the Human Rights First organization's activities.
4. Financial Management: Managing the Human Rights First organization's financial resources, including budgeting, financial reporting, and ensuring compliance with Ethiopia's civil society laws, financial regulations and internal regulation.
5. Department Coordination: Supervising and coordinating the Human Rights First organization's various departments' programs and initiatives, including monitoring their progress, and evaluating their impact.
6. Advocacy and Campaigns: Leading advocacy efforts to advance human rights issues, collaborating with stakeholders, engaging with diaspora, policymakers, and mobilizing public support for the Human Rights First organization's causes.
7. Relationship Building: Developing relationships and partnerships with other organizations, governments, international bodies, news outlets and relevant stakeholders to enhance cooperation and collaboration in the field of human rights.
8. Staff Management: Overseeing the recruitment, training, and management of staff members, ensuring a productive and positive work environment.
9. Representation: Representing the Human Rights First organization to third party, including media, public, and other stakeholders, and effectively communicating its mission, values, and achievements.
10. Organizing Consultative Committee and Volunteers: Inviting and registering consultative committee members and volunteers from Ethiopia (Tigray) or abroad and providing various assignments to the members of the consultative committee.

11. Board Relations: Collaborating with the Board, providing regular updates, seeking their guidance, and ensuring compliance with the Human Rights First organization's governance framework and policies.
12. Perform other necessary functions and duties to implement its objectives.

4. Deputy Executive Director

The Deputy Executive Director shall have the following functions and duties:

1. Support to the Executive Director: Assisting the Executive Director in the development and implementation of the Human Rights First organization's strategic goals and objectives.
2. Coordination and Management: Overseeing, coordinating and managing, in collaboration with the Executive Director, various programs and projects of the Human Rights First organization's departments, ensuring effective implementation and delivery of human rights initiatives.
3. Organizational Leadership: Providing leadership and guidance to staff members, promoting a positive work culture, and ensuring efficient operation of the organization.
4. Monitoring and Evaluation: Ensuring effective monitoring and evaluation of programs, projects, and activities to measure impact, identify areas of improvement, and report to funders and stakeholders.
5. Advocacy and Networking: Representing the Human Rights First organization in various forums, conferences, and meetings to advocate for human rights issues and build partnerships with other organizations and stakeholders.
6. Financial and Operational Management: Assisting in financial management, budgeting, and ensuring efficient use of Human Rights First organizational resources, as well as compliance with legal and regulatory requirements.
7. Collaboration and Partnership: Collaborating with other organizations, governments, international bodies, news outlet, and diaspora to foster partnerships, coalitions, and alliances for joint advocacy and impact.
8. Perform other functions and duties delegated by the Executive Director.

5. Head of Strategic Litigation and Advocacy

The Head of Strategic Litigation and Advocacy shall have the following functions and duties:

1. Strategic Planning:
    a) Developing and implementing a strategic plan for litigation and advocacy activities that aligns with the Human Rights First organization's objective, mission and goals.
    b) Identifying key issues and priority areas for strategic litigation and advocacy efforts.
    c) Conducting research and analysis to identify trends, legal gaps, and potential areas for impact in Ethiopia or Tigray region.
2. Litigation:

a) Overseeing and managing legal cases, including identifying potential cases, coordinating legal research and analysis, drafting legal documents, and representing the Human Rights First organization in court proceedings.
b) Collaborating with lawyers and legal teams to ensure effective preparation, presentation, and execution of litigation strategies.
c) Monitoring and evaluating the progress and impact of legal cases and adjusting strategies as required.

3. Advocacy and Campaigning:
    a) Developing and implementing advocacy campaigns to bring attention to human rights issues and advance the Human Rights First organization's objectives.
    b) Building relationships and coalitions with other organizations, activists, and stakeholders to promote collective action and influence policy-making processes.
    c) Engaging in public speaking, media engagement, and networking activities to raise awareness about human rights issues and gain public support.
4. Policy and Legal Analysis:
    a) Conducting policy and legal analysis to develop recommendations, position papers, and policy briefs addressing human rights concerns.
    b) Reviewing and analyzing legislation, regulations, and policies to identify potential violations or areas for legal intervention.
    c) Collaborating with internal and external stakeholders to provide expert advice and guidance on legal and policy matters.
5. Capacity Building and Training:
    a) Providing training, mentorship, and capacity building support to legal and advocacy teams to enhance their skills and knowledge in strategic litigation and advocacy.
    b) Ensuring that staff members are aware of relevant legal developments, best practices, and methodologies.
    c) Developing resources, toolkits, and guidelines to support the effective implementation of strategic litigation and advocacy activities.
6. Monitoring and Evaluation:
    a) Establishing monitoring and evaluation frameworks to assess the impact and effectiveness of strategic litigation and advocacy efforts.
    b) Collecting and analyzing data, conducting case studies, and preparing reports to document achievements, challenges, and lessons learned.
    c) Utilizing evaluation findings to refine strategies, improve performance, and inform future decision-making processes.
7. Fundraising and Budget Management:
    a) In collaboration with the Project and Fundraising Department, contributing to fundraising efforts by developing proposals, engaging with donors, and cultivating partnerships to secure financial support for strategic litigation and advocacy initiatives.
    b) Managing the budget allocated for strategic litigation and advocacy activities, ensuring efficient allocation of resources and adherence to financial regulations.
8. Perform other necessary functions and duties to implement its objectives.

6. Head of Education and Training

The Head of Education and Training shall have the following functions and duties:

1. Developing educational programs: Designing and overseeing the implementation of educational programs, such as curricula, trainings, workshops, and other materials, that promote an understanding of human rights principles, values, and policies.
2. Training staff and volunteers: Providing training to staff and volunteers on human rights norms, standards, and procedures, including organizing workshops, seminars, or in-house training sessions to enhance their knowledge and skills.
3. Conducting research: Undertaking research and analysis on human rights issues, global trends, and best practices in education and training to make educational programs remain up-to-date and effective.
4. Collaboration and partnerships: Collaborating with educational institutions, local communities, NGOs, and other stakeholders to develop joint initiatives that promote human rights education. Building partnerships can help amplify the organization's reach and impact.
5. Advocacy and awareness: Contributing to advocacy efforts by raising awareness about human rights issues and the importance of human rights education and training, including organizing school clubs, public events, producing educational resources, and engaging with various audiences.
6. Monitoring and evaluation: Establishing mechanisms to monitor and evaluate the effectiveness of educational programs, including collecting feedback, conducting assessments, and making necessary adjustments to improve outcomes.
7. Policy development: Participating in the development of policies related to human rights education and training at regional, national, and international levels, including engaging with policymakers, participating in working groups, and contributing to policy discussions.
8. Fundraising: Collaborating with the Project and Fundraising Department to secure funding for educational programs and initiatives, including developing proposals, donor management, and cultivating relationships with potential funders.
9. Networking: Building and maintaining a network of human rights education professionals and practitioners to exchange knowledge and experiences.
10. Reporting and documentation: Ensuring accurate documentation and reporting of educational activities, outcomes, and impact, including preparing reports for internal purposes, donors, and external stakeholders.
11. Perform other necessary functions and duties to implement its objectives.

7. Head of Research, Investigation, and Reporting

The Head of Research, Investigation, and Reporting shall have the following functions and duties:

1. Developing research strategies: Leading the development of research methodologies, frameworks, and strategies to investigate and analyze human rights abuses and trends in Ethiopia (Tigray), Sudan, Yemen, Saudi Arabia, Libya and other countries.

2. Managing research projects: Overseeing the planning, coordination, and execution of research projects and investigations, which may involve designing data collection tools, organizing field missions, and managing research teams.
3. Conducting research and investigation: Personally conducting or supervising researchers in conducting research and investigations into specific cases of human rights violations, including collecting and analyzing testimonies, evidence, and other relevant information.
4. Data analysis and reporting: Analyzing research data, identifying patterns, trends, and potential human rights violations, and preparing reports that provide accurate and evidence-based insights on the human rights situation.
5. Advocacy and campaigning: Collaborating with Strategic Litigation and Advocacy Departments, translate research findings into impactful advocacy and campaign initiatives, ensuring that evidence-based recommendations are communicated effectively to influence policy or decision change and raise awareness.
6. Networking and partnerships: Establishing and maintaining relationships and partnerships with relevant stakeholders, including other human rights organizations, academics, local communities, and government officials, to enhance research collaboration, information exchange, and collective efforts to address human rights violations.
7. Policy development and recommendations: Providing expertise and guidance on human rights issues to shape the Human Rights First organization's policy positions and advocacy strategies, including formulating policy recommendations and supporting evidence-based lobbying efforts.
8. Monitoring and evaluation: Ensuring the quality and effectiveness of research activities through regular monitoring and evaluation, adjusting research processes if required, and promoting learning and improvement within the Human Rights First organization.
9. Ethical considerations: Ensuring adherence to ethical standards and principles throughout the research process, including protecting the privacy and safety of individuals involved in investigations, and ensuring data protection rules and protocols are followed.
10. Perform other necessary functions and duties to implement its objectives.

8. Head of Record, Communication, and Public Relations

The Head of Record, Communication, and Public Relations shall have the following functions and duties:

1. Record keeping: Ensuring accurate and efficient maintenance of records related to the Human Rights First organization's activities, including legal documents, reports, correspondence, and databases of beneficiaries or cases, and developing and implementing effective record-keeping systems and policies.
2. Communication strategy: Developing and implementing a comprehensive communication strategy that aligns with the Human Rights First organization's goals and objectives, including creating and disseminating regular reports, press releases, newsletters, and social media content to raise awareness about the organization's work and key human rights issues.
3. Media relations: Building and maintaining relationships with journalists and media outlets to help amplify the Human Rights First organization's messages and secure media coverage, including drafting press releases, organizing press briefings, responding to

media inquiries, and facilitating interviews with other organization representatives or professionals.

4. Internal communication: Facilitating effective communication and coordination among different departments within the Human Rights First organization, including through producing internal newsletters or bulletins, and ensuring information flows smoothly across different departments or field offices.
5. Public relations: Developing and implementing public relations strategies to enhance the Human Rights First organization's reputation and credibility, including building partnerships with other organizations, organizing public events or campaigns, and shaping the organization's public image.
6. Crisis communication: Developing protocols and strategies for effective communication during crises or periods of heightened public attention over human rights issues or related issues, including drafting crisis communication plans, managing public statements, and coordinating responses to media inquiries or incidents that may impact the organization's reputation.
7. Advocacy support: Collaborating with Strategic Litigation and Advocacy Department to develop communication materials, such as policy briefs, position papers, or multimedia content, to support the Human Rights First organization's advocacy efforts, including working closely with legal or research teams to effectively communicate human rights violations or policy recommendations.
8. Brand management: Ensuring consistent and appropriate messaging and branding across different communication channels, materials, and platforms, including developing brand guidelines, overseeing the design and production of communication materials, and monitoring compliance with established standards.
9. Research and analysis: Staying informed about relevant human rights issues and trends, conducting research, and analyzing data to inform the Human Rights First organization's communication strategies and messaging.
10. Team management: Supervising and managing a team of communication and public relations professionals, including setting goals, providing guidance, coordinating activities, and promoting professional development.
11. Perform other necessary functions and duties to implement its objectives.

9. Head of Project and Fundraising

The Head of Project and Fundraising shall have the following functions and duties:

1. Project Management: Planning, implementing, and evaluating projects related to human rights litigation, advocacy, research, investigation and record, including setting project objectives, creating project timelines, coordinating project activities, monitoring progress, and ensuring successful project outcomes.
2. Fundraising Strategy: Developing and implementing a comprehensive fundraising strategy to secure funding for the Human Rights First organization's projects and activities, including identifying potential funding sources, cultivating relationships with donors, writing grant proposals, organizing fundraising events, and managing donor databases.

3. Grant Management: Managing grant applications and reporting processes, including researching grant opportunities, preparing grant proposals and budgets, submitting timely reports, and ensuring compliance with donor requirements.
4. Donor Relationship Management: Maintaining positive relationships with existing donors and cultivating new relationships to expand the Human Rights First organization's donor base, including making regular communication, donor recognition and stewardship, and engaging donors in the organization's work.
5. Budgeting and Financial Management: Planning and monitoring budgets for projects and fundraising activities, including ensuring financial accountability, managing expenditure within approved budgets, and providing regular financial reports to the organization's leadership and donors.
6. Collaboration and Coordination: Collaborating with internal teams, including program managers, researchers, and communications staff, to ensure alignment between project goals and funding priorities. Additionally, coordinating with external partners, stakeholders, and relevant authorities to maximize impact and visibility of the organization's projects.
7. Impact Evaluation: Developing and implementing effective monitoring and evaluation tools to measure the impact and outcomes of projects. This involves setting up evaluation frameworks, collecting relevant data, analyzing results, and reporting findings to ensure accountability and continuous learning.
8. Advocacy and Communications: Working closely with the Human Rights First organization's relevant departments to effectively communicate project outcomes and fundraising needs to donors, partners, and the public.
9. Team Leadership: Managing and supervising project and fundraising teams, ensuring their professional development, setting clear performance goals, and providing guidance and support when needed.
10. Perform other necessary functions and duties to implement its objectives.

10. Consultative Committees

The Consultative Committees shall have the following functions and duties:

1. Advising and Consultation: Serving as advisory bodies, providing expert advice, consultation, and recommendations to the Human Rights First organization's top management and Board. They offer insights and guidance on various issues, policies, and strategies related to the organization's mission and objectives.
2. Expertise and Feedback: Bringing together individuals with diverse backgrounds, expertise, and perspectives to provide feedback and insights on the Human Rights First organization's work and approaches, including assisting in assessing the effectiveness and impact of the organization's programs, projects, and initiatives.
3. Support and Networking: Providing a supportive role in promoting the Human Rights First organization's work and objectives, including conducting outreach activities, disseminating important information, building strategic partnerships, and facilitating networking opportunities among different stakeholders and professionals working in the field of human rights.

4. Advocacy and Public Engagement: Contributing to advocacy and public engagement efforts by raising awareness, promoting human rights principles and values, and mobilizing support for key campaigns or initiatives, including providing advice on effective communication strategies and help shape the Human Rights First organization's public-facing activities.
5. Research and Analysis: Assisting in conducting research, analysis, and evaluation of human rights issues and trends, including providing expertise in particular areas, conduct assessments, and offer recommendations based on their findings.
6. Monitoring and Accountability: Monitoring the Human Rights First organization's activities, ensuring compliance with relevant human rights standards, and holding the organization accountable for its commitments by providing ongoing assessment, feedback, and independent evaluation of the organization's performance.
7. Perform other supporting expertise, advice, and diverse perspectives, thereby enhancing the Human Rights First organization's effectiveness and accountability in promoting and protecting human rights.

11. Volunteers

The Volunteers shall have the following functions and duties:

1. Advocacy and awareness: Spreading awareness about human rights issues, both in Ethiopia (Tigray) and globally through offline or online conducting educational campaigns, organizing events, and advocating for policy changes.
2. Research and documentation: Conducting research on human rights abuses, gather information, and document cases of violations, including interviewing victims, gathering evidence, and preparing reports.
3. Support and assistance: Offering support and assistance to individuals affected by human rights abuses, including providing emotional support, connecting them with resources, and assisting them in navigating legal processes.
4. Fundraising and outreach: Supporting in fundraising efforts, helping to secure financial resources for the Human Rights First organization, including organizing fundraising events, reaching out to donors, and writing grant proposals.
5. Event organization and coordination: Planning and organizing events such as conferences, workshops, or protests related to human rights issues.
6. Advocacy and lobbying: Participating in advocacy and lobbying efforts to influence policy and promote human rights, including contacting policymakers, politicians, and political parties, attending meetings, and drafting policy recommendations.
7. Monitoring and reporting: Monitoring human rights situations, both domestically and internationally, including monitoring trials, protests, or other events, and reporting any human rights violations to the Human Rights First and/or appropriate local authorities.
8. Communication and social media: Maintaining the Human Rights First organization's social media presence, writing blog posts or articles, and engaging with the community, including assisting with communication tasks such as responding to inquiries, drafting newsletters, or managing the website.
9. Other necessary functions and duties that align with the Human Rights First’s objectives.

12. Tigray Regional offices

The regional offices shall have the following functions and duties:

1. Advocacy: Advocating for the protection and promotion of human rights within their designated town, zone, woreda or other administrative areas, including working closely with Tigray government and its branches, and other stakeholders to address human rights issues and advocate for necessary reforms.
2. Research and Documentation: Conducting research and gathering data on human rights abuses and violations in their specified town, zone, woreda or other administrative areas, including documenting violations, creating reports, and publishing findings to raise awareness and bring attention to these issues.
3. Capacity Building: Providing training and support to local young people, law enforcement personnel, and communities to build their skills and capacity to promote and protect human rights effectively, including organizing workshops, seminars, and other capacity-building initiatives.
4. Monitoring and Reporting: Monitoring the human rights situation in their specified town, zone, woreda or other administrative areas closely. They investigate and document human rights violations, keep track of the implementation of human rights treaties and policies, and provide regular reports to the Human Rights First headquarter (Addis Ababa).
5. Legal Support and Advocacy: Offering legal support and advocacy for individuals and groups facing human rights violations in their specific town, zone, woreda or other administrative areas, including providing with legal assistance, representation, and legal advice to victims, as well as supporting legal reforms or assisting in litigation processes.
6. Collaboration and Networking: collaborating with local NGOs, regional government and its branches, and other regional human rights organizations to form partnerships and networks.
7. Public Awareness and Education: Engaging in public awareness campaigns and educational initiatives to raise awareness about human rights issues, inform the public about their rights, and promote a culture of human rights within their specific town, zone, woreda or other administrative areas.
8. Organizing Volunteers: Inviting, registering and assigning volunteers with certain functions and duties in line with the Human Rights First's objectives and goals in their localities, organizing human rights clubs in elementary, junior and high schools, as well as in higher education institutions of their locality.
9. Policy Influence: Engaging in advocacy efforts to influence regional policies, legislation, and practices that impact human rights in their specific town, zone, woreda or other administrative areas, include working with governments, regional bodies, and other relevant actors to promote human rights-based approaches in policies and laws.
10. Perform other necessary functions and duties assigned to be performed by the Human Rights First headquarter.