

## **Terms of Reference**

### **Anti-Human Trafficking Hong Kong Coalition Coordinator**

<b>Role:</b>	Anti-Human Trafficking Hong Kong Coalition Coordinator
<b>Reporting to:</b>	Executive Director, Justice Centre Hong Kong
<b>Work hours:</b>	Full time
<b>Location:</b>	Justice Centre Hong Kong, 18/F 202 Centre, 202-204 Des Voeux Road West, Sai Ying Pun, Hong Kong

#### **Position summary**

Justice Centre Hong Kong seeks an NGO development professional with at least ten years experience to support the creation and coordination of an Anti-Human Trafficking Hong Kong Coalition. The Coalition aims to bring together the non-governmental, non-profit and business sectors in Hong Kong to work in a more coordinated approach to achieve improvements in the anti-trafficking legislative framework in Hong Kong.

The role will entail one person acting as a coordinator for the NGO community in the anti-human trafficking and business sector across Hong Kong. Whilst this role will report to the Funders, the Coordinator will be supervised and housed by Justice Centre Hong Kong.

#### **Who we are**

Justice Centre Hong Kong is a non-profit human rights organisation working fearlessly to protect the rights of Hong Kong's most vulnerable forced migrants - refugees, other people seeking protection and survivors of torture, human trafficking and forced labour. For more information about Justice Centre, please visit [www.justicecentre.org.hk](http://www.justicecentre.org.hk).

#### **Responsibilities**

- Establish and maintain productive relationships with non-profit actors in Hong Kong working in anti-human trafficking and/or migration related fields in Hong Kong and the region
- Lead the establishment and coordination of the Anti-Human Trafficking Hong Kong Coalition
- Establish and maintain productive relationships with interested business community members in Hong Kong and the region
- Coordinate and prepare joint submissions to the Hong Kong Government and/or International Treaty Bodies on behalf of the Anti-Human Trafficking Hong Kong Coalition
- Coordinate and prepare joint grant proposals on behalf of the Anti-Human Trafficking Hong Kong Coalition
- Coordinate joint projects (including but not limited to small research projects) in support of any submissions or advocacy efforts by the Anti-Human Trafficking Hong Kong Coalition
- Perform other duties as assigned by the Executive Director.

#### **Essential**

- Postgraduate degree in Development or equivalent field experience, with at least ten years' working experience in anti-human trafficking and/or migration related fields
- Demonstrated experience in the area of non-profit work
- Demonstrated networking skills with a wide variety of actors including in the non-profit and private sectors
- Demonstrated research, analysis and reporting experience

- Strong verbal and written communication skills in English for different audiences at different levels, and ability to explain complex issues in an appealing and concise way
- Project management, budgeting skills and attention to detail
- Flexibility, ability to multi-task, prioritise and work under pressure
- Interpersonal skills and ability to work as part of a team
- High computer literacy

**Desirable**

- Understanding of human trafficking and other related migration issues in Hong Kong and the wider region
- Permission to work in Hong Kong
- Previous experience working with vulnerable groups

The salary for the Coalition Coordinator is HK\$ 25,000 per month + benefits, including medical and dental insurance.

Please e-mail your CV, statement of interest, and references to [piya@justicecentre.org.hk](mailto:piya@justicecentre.org.hk) with the subject line 'Anti-Human Trafficking Coalition Coordinator' by 8 April 2016. Unfortunately, due to the high level of interest in our organisation, we are only able to reply to shortlisted applicants.