JOB ADVERT - Project Assistant

EXPRESS PROJECT

Enhancing eXpression and Protection of Rights in the Evolving Digital Space Project

Base: ***Abuja***
Closing date for application: ***November 24, 2026***

Avocats Sans Frontières France (Lawyers Without Borders France or ASF France) is seeking a Project Assistant for the "Enhancing eXpression and Protection of Rights in the Evolving Digital Space Project" - EXPRESS Project.

Avocats Sans Frontières France
Avocats Sans Frontières France (Lawyers Without Borders France or ASF France) is a French Non-Governmental Organization established under the French law on organisations of July 1st, 1901. Its objectives are:

- To contribute to the effective application of universally recognised Human Rights, in accordance with the motion voted by the International Bar Association Conference of Common Legal Traditions on January 24th, 1992;
- To work wherever it is deemed useful and necessary, through the establishment or the restoration of the rule of law, of the judiciary and, particularly, of the right of fair trial and to adequate legal representation;
- To act for the prevention and against impunity for acts of aggression of any kind and, in particular, murder, enforced disappearances, torture, threats, persecution, imprisonment of which lawyers may be victim due to their professional activities.

Avocats Sans Frontières France uses all the means available and bring complaints before domestic and international institutions, and before judicial and non-judicial institutions, it can also intervene before them, including through civil actions before competent jurisdictions.

ASF France in Nigeria

Active in Nigeria two decades, ASF France currently implements human rights programmes aimed at advancing the application of international human rights standards in digital technologies, press freedom, arbitrary detention, anti-torture and abolition of the death penalty. Through its partnerships, ASF France combines strategic litigation, legal assistance, institutional capacity development, policy engagement and public awareness to strengthen rights-respecting laws, policies and practices. Its work also promotes the responsible use of technology as a tool for access to justice, accountability and human rights protection, while leveraging digital innovation and legal expertise to support sustainable legal and institutional reforms.

The **EXPRESS project,** supported by the Netherlands Ambassy in Nigeria, aims to contribute to a safer and more rights-respecting digital environment in Nigeria by promoting the effective, fair, and technically informed implementation of the Cybercrimes Act. It seeks to strengthen the ability of legal and justice sector actors to respond effectively to cybercrime and protect genuine victims, while ensuring that the enforcement of cybercrime legislation respects fundamental rights and freedoms, including freedom of expression, privacy, and due process. Through legal research, capacity

strengthening, strategic advocacy, and multi-stakeholder engagement, the project promotes a balanced and evidence-based approach to cybercrime regulation that addresses genuine cyber threats while preventing the disproportionate or unlawful restriction of digital rights.

Job description

Under the supervision of the Project Manager and Head of Office, the Project Assistant will carry out the following tasks for Avocats Sans Frontières France:

1. Project Implementation and Coordination

- Provide day-to-day support to the Project Manager in planning, coordinating, and implementing project activities.
- Support the organisation of webinars, workshops, trainings, meetings, awareness campaigns, and other project events, including logistical and administrative arrangements.
- Maintain activity calendars, workplans and the project management tool to support timely implementation.
- Help with coordination with local authorities, judicial actors, CSOs, medias, prendconsultants, resource persons, and other stakeholders to facilitate the delivery of project activities.
- Facilitate the follow up on agreed actions, deliverables, and deadlines and bring emerging implementation issues to the attention of the Project Manager.

2. Documentation and Reporting

- Support the preparation of project activity reports, donor reports, presentations, briefing notes, and draft reports on meetings and activities.
- Maintain accurate, accessible and well-organised records of project activities, participants, outputs, communications materials, and supporting documentation.
- Support monitoring and data collection by compiling relevant information and evidence on project activities and results.
- Update the case management database for cases taken up on the project and the project monitoring tool.

3. Administrative and Operational Support

- Provide administrative and logistical support to ensure the smooth implementation of project activities.
- Assist with procurement, travel arrangements, venue coordination, participant communication, and other operational requirements as requested in accordance with organisational procedures.
- Support the financial officer with the preparation and tracking of project-related budgets, expenses, invoices, and other financial documentation.

4. Stakeholder Engagement and communications

- Support the development and implementation of communications activities to increase the visibility and impact of the organisation’s projects and programmes.
- Support media engagement, including identifying relevant media opportunities, preparing press materials, coordinating media outreach and updating media contact database.
- Support dissemination of project findings, publications, advocacy messages, and other outputs to relevant audiences.
- If possible, produce and edit communications materials, including articles, press releases, newsletters, social media content, website updates, project stories, briefs, and other publications.

Required profile and qualification

1- Training / Education

- Minimum of bachelor's degree in project management, international relations, Law, Communications, Social Sciences or a related field.
- Additional certifications or trainings in human rights, project management, international development or humanitarian communication is a plus.

2- Professional Experience

- At least 5 years of relevant experience in project management and coordination within an NGO, civil society organization, or human rights institutions
- Experience in organising and coordinating workshops, training sessions, webinars, awareness-raising campaigns and multi-stakeholder meetings.
- Experience in project monitoring, data collection, documentation and reporting, including tracking activities, indicators, outputs and results.
- Experience in communication and advocacy activities, including drafting reports, briefing notes, publications and social media content to promote human rights and digital rights.

3- Skills and Competencies

- Proven expertise in **project cycle management,** particularly in activity planning, monitoring the work plan, overseeing implementation and coordinating stakeholders.
- Excellent **writing and analytical skills**, particularly for drafting reports, collecting and monitoring data, and updating databases.
- Good **logistical skills** for coordinating events, organising and managing logistics, and handling documentation and deadlines.
- Understanding of **issues relating to digital rights, access to justice**, freedom of expression, civic space and the protection of human rights.
- Excellent command of the **internet, IT tools and standard Office software** (Word, Excel, PowerPoint)
- Proficiency in **donors' procedures**, particularly those of the European Union
- Integrity, discretion and a proven ability to handle **sensitive information** relating to projects and stakeholders appropriately

Conditions

Local contract (full-time - 40 hours/week).
Salary: between 1 050 and 1 200 EUROS gross per month, depending on experience and skills.
Contract duration: one year (renewable)
Start date: as soon as possible.
Location: Abuja, with assignments planned according to the training and activity schedule.
Benefits: 2 days off per month, health insurance coverage.
Will be part of a Franco-Nigerian team.

How to apply

Send your **CV** (2 pages max) and **cover letter** (2 pages max) before 24 November 2026 at 23:59 GMT to the following address: recrutements@avocatssansfrontieres-france.org, mentioning in the subject of the email: *EXPRESS – Project assistant application*

Applications not so stated will not be reviewed.
Due to high volume of applications, only shortlisted candidates will be contacted for interviews.