



JOB DESCRIPTION

AMNESTY INTERNATIONAL INTERNATIONAL SECRETARIAT

JOB TITLE Algorithmic Accountability Lab Coordinator

PROGRAMME Amnesty Tech

LOCATION Any country/territory with an Amnesty International Secretariat office (as listed below) pending further discussion during the recruitment process based on both the applicant's preference and Amnesty's ability to host in each location:

- Americas (Mexico City, New York and Washington);
- Africa (Dakar, Nairobi and Johannesburg);
- Asia & Pacific (Colombo);
- Europe (London);
- Middle East & North Africa (Tunis)

JOB PURPOSE

Working as part of the newly established Algorithmic Accountability Lab (AAL), the purpose of this post is to coordinate the administration and logistics of the Lab's activities, support grant management, assist in managing a broad work portfolio, assist with budgeting and planning processes, as well as with research, campaigning, communication and growth initiatives.

The AAL – which sits in the Amnesty Tech programme – will investigate the ever-increasing use of algorithmic systems, by governments and private actors, to make social protection and assistance decisions in the delivery of essential services such as welfare, education and healthcare.

The Algorithmic Accountability Lab has three primary objectives:

- 1) To increase transparency around the use of automated and algorithmic decision-making systems in the public sector;
- 2) Investigate and expose the human rights impacts of such systems and seek accountability for violations;
- 3) Campaign for effective regulation over the design and use of such systems to ensure the protection of human rights.

One of the Lab's priorities is to challenge the underlying social, economic, and political drivers that enable powerful actors to misuse such technologies. The Lab will also seek to highlight the impact of these technologies on specific populations, such as marginalized racial, ethnic, and religious groups, women, children, refugees, and those affected by poverty and inequality.

As the Algorithmic Accountability Lab Coordinator, you will ensure that resources are used and accounted for effectively, AAL activities are well planned and reported on, and communication across AAL work is effective. You will assist in coordinating the planning, reporting and budgeting for the AAL, and provide administrative support to the Head of the AAL and other team members.

DEPARTMENT PURPOSE

The purpose of the programme in which the post sits is to lead and develop Amnesty International's work on technology and human rights. Amnesty Tech is a global collective of advocates, hackers, researchers and technologists. We aim to:

- Bolster social movements in an age of surveillance;
- Challenge the systemic threat to our rights posed by the surveillance-based business model of the big tech companies;
- Ensure accountability in the design and use of new and frontier technologies;
- Encourage innovative uses of technology to help support our fundamental rights.

Amnesty Tech also provides strategic vision, leadership and analysis on the issue of technology and human rights which allow Amnesty International to identify and address new trends or emerging issues in a timely manner.

AJIS PURPOSE

The International Secretariat, which operates from a number of sites around the world, gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We provide strategic leadership, support and advice to the Amnesty International movement globally, fostering Amnesty International's contribution, presence and public accountability throughout the world.

WORKING RELATIONSHIPS

Reporting to: Head of the Algorithmic Accountability Lab

Posts that this job manages: None

Other key relationships: Other AAL team members, Amnesty Tech Programme Coordinator, Amnesty Tech management team, Restricted Programmes Business Partner, HR Business Partner, management assistants across the International Secretariat.

MAIN RESPONSIBILITIES

- Assist in the development and operation of the Algorithmic Accountability Lab (AAL), including by: arranging meetings; supporting project management; preparation and support of research/advocacy/campaign trips, including supporting security preparation, booking flights and accommodation as needed, preparing expense claims; and other tasks as needed;
- Support the delivery of the AAL's projects, which may include assisting the team with research, communication, campaigning, coordination and growth activities by gathering and managing human rights-related information, by liaising with national and local contacts, media monitoring, internet searches and manual and electronic filing in relevant databases, using relevant language(s);
- Assist with the production and distribution of public and internal campaigning materials, reports and other documents, as delegated or originated by research, campaigns, communications or growth staff; including drafting, formatting, editing/proofreading, distribution of texts and, where appropriate, coordinating the translation of documents;
- Maintain a detailed understanding of Amnesty International's financial procedures; deal with expense reports and process payments and invoices; assist with the preparation of project budgets and forecasts; monitor restricted funds; obtain and review regular reports on expenditure and other agreed management information from the Finance Programme;
- Assist in drafting narrative donor reports for funding grants and developing an information management system or systems for tracking funding proposals and reporting requirements;
- Support and contribute to the AAL's commitments to anti-racism, intersectionality, equity and inclusion across all activities and projects;
- Prepare draft contracts for consultancies, assist in tracking deadlines for consultants' outputs, liaise with consultants as required to ensure that external partners are clear on their terms of work, and coordinate the work of consultants and volunteers. Liaise with the Procurement team and the Accounts Payable team to make sure that consultants have signed contracts and their payments are processed on time;
- Organize and coordinate travel for the Head of the AAL and provide support to AAL colleagues for travel for urgent deployments or when on research trips, and Programme retreats;

- Organize and coordinate internal and external meetings and associated logistics (including for example agenda and document distribution, booking rooms, minute taking) to ensure that meetings run smoothly;
- Coordinate and support AAL planning, reporting and reviews so that records are maintained and senior team members can report accurately on the performance of the Lab;
- Propose, organize and maintain filing and administrative systems for the AAL, maintain and update the AAL project site. Establish and maintain accurate record keeping, retrieval systems and other administrative processes to support the efficient operation of the Lab. Support the use of shared drive systems such as SharePoint, OneDrive etc, and establish best practices for effective information management;
- Support final stages of report production, including translations etc.
- Perform all necessary administrative tasks to ensure effective self-servicing, participate in the recruitment and induction of new staff and consultants and perform other corporate tasks as appropriate;
- Collaborate with the Amnesty Tech Programme Coordinator to ensure cohesion across all teams in the programme and standardize operational practices;
- Contribute to a positive and balanced working environment in which all team members collaborate and are empowered to share their views.

WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?

- The work of Algorithmic Accountability Lab runs smoothly and efficiently, supported by systems and processes which uphold high standards and facilitate monitoring and reporting on work undertaken.
- The post holder contributes to and facilitates the development and implementation of research, campaigning and growth strategies in the Lab's brief.
- Internal systems and processes are adhered to in a timely and efficient manner.
- The AAL expenditure is within planned budgets, and budget reporting is complete and timely.
- The AAL team staff are supported in delivering strong projects to a high quality and in accordance with deadlines.

- Oversight of AAL projects and time frames is kept, monitoring if they are implemented to deadline and on budget.
- The post holder contributes to a collegial and professional team environment that is based on respect, equality, diversity, active anti-racism and openness to constructive feedback.

SKILLS AND EXPERIENCE

This is an entry-level position and we do not expect candidates to fulfil all the criteria below. Even if you do not meet all our desired qualifications, we would like to hear from you – particularly if your background is underrepresented in the NGO or technology sectors.

- Good attention to detail and experience in preparing and monitoring budgets and an ability to identify budget problems and solve them, including knowledge of finance systems used for processing of expenditure.
- Experience of working with restricted funds (preferred).
- Outstanding organizational skills with demonstrated skills in managing administration of several complex activities at the same time.
- Excellent written communication skills with a proven ability to explain complex issues clearly for internal and external audiences.
- Understanding of equal opportunities, cultural diversity, anti-racism and gender issues as well as a commitment to apply relevant policies.
- Ability to communicate clearly, concisely and diplomatically in English, both orally and in writing; other languages are an asset.
- Ability to engage with internal stakeholders and different levels of an organization.
- Ability to organize and coordinate international travel and manage meetings.
- Experience of establishing and maintaining office systems and coordinating an efficient flow of communications and information.
- Excellent ability to plan and prioritize work, including when under pressure, and adjust priorities to ensure deadlines are met.

- *Understanding of and basic knowledge of technology and human rights, such as artificial intelligence, big data, surveillance, and algorithmic discrimination, would be beneficial but is not necessary.*
- *Ability to collaborate well with others as well as to work independently and with initiative to facilitate workflow and the meeting of deadlines.*
- *Ability to use sound judgment and initiative, solve problems and provide constructive inputs.*
- *Proven ability to work effectively within a team, coordinating work with colleagues and providing when required, including to negotiate solutions and resources between programmes and project team members.*

HOW WE WORK – OUR BEHAVIOURS:

Our organizational culture, which essentially represents how we behave, our working relationships and our ability to collaborate as a movement, underpins everything we do and is pivotal to the success of our impact. Our five behaviours form the basis of the type of culture we want to have in Amnesty:

- **Accountable** - I consistently strive to reach my goals in a thorough, timely way that I can be proud of, and I re-empower others to do the same.
- **Considerate** - I support my colleagues and try to find out what motivates them to do their best, and what pressures they are under, so that I can consider this when we work together.
- **Creative** - I continuously look for new and creative solutions and encourage others' ideas so that we can adapt and succeed in an ever-changing and uncertain global environment
- **Decisive** - I make sound judgements within my work so that a project or activity can progress with pace and confidence.
- **Respectful** - I treat my colleagues with equality and dignity, and assume they have integrity. I value the different perspectives of my colleagues as well as my own and show them that their contributions and expertise matter.

EQUALITY STATEMENT

Equality and diversity are at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

To address the lack of diversity and discrimination in the technology and human rights community we especially encourage applications from underrepresented racial groups, gender identities, disabled communities, sexual orientations and other marginalized identities. **Even if you do not meet all our desired qualifications, we would like to hear from you – particularly if your background is underrepresented in the NGO or technology sectors.**

We especially encourage applications from those with lived experience of human rights violations and abuses, including discrimination and marginalization.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.