



# WE'RE HIRING!

**APPLY  
NOW**

**Job Title:** Deputy Director

**Location:** Providenciales, Turks and Caicos Islands

**Employment Type:** Full-Time

**Reports to:** Director

**Application Deadline:** June 20th 2025

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details**

## HOW TO APPLY:

Interested candidates are invited to submit their resume, cover letter, and references to [kabathasmith@hrc.tc](mailto:kabathasmith@hrc.tc) by June 20th 2025. Please include "Deputy Director Application - [Your Name]" in the subject line.



(649) 941-5343



[kabathasmith@hrc.tc](mailto:kabathasmith@hrc.tc)



[www.humanrightscommission.tc/](http://www.humanrightscommission.tc/)



# APPLICATION DETAILS

**JOB TITLE:** Deputy Director

**REPORTING TO:** Director, Human Rights Commission

**LOCATION:** Providenciales, Turks and Caicos Islands

**SALARY:** Grade 10.1 \$87,000 per annum

**APPLICATION DEADLINE:** 20th June, 2025

**EMAIL:** [kabathasmith@hrc.tc](mailto:kabathasmith@hrc.tc)

## POSITION SUMMARY

The Deputy Director is a senior leadership role within the Human Rights Commission (HRC) responsible for overseeing the day-to-day operational and legal implementation of the Commission's mandate. The incumbent will serve as the internal lead for staff coordination, human resource oversight, and legal compliance functions supporting the Director in achieving strategic goals and delivering results in line with international human rights standards. This position complements the strategic role of the Director by ensuring that institutional systems, staff management, and legal outputs are aligned, effective, and responsive to the evolving needs of the Commission's work.

## KEY DUTIES AND RESPONSIBILITIES

### OPERATIONAL LEADERSHIP AND SUPPORT TO THE DIRECTOR

- Manage the daily operations of the Commission to ensure effective workflow and task execution.
- Support the Director in implementing institutional initiatives and key strategic activities.
- Coordinate the development, implementation, and monitoring of internal policies and procedures.
- Provide technical and legal advice to the Director on matters impacting the Commission's mandate.
- Serve as Officer-in-Charge when delegated during the Director's absence.

### LEGAL OVERSIGHT AND MANDATE COMPLIANCE

- Review and analyze proposed legislation, public policies, and regulatory frameworks to ensure compliance with international and regional human rights standards.
- Prepare legal briefs, human rights position papers, and formal recommendations to relevant authorities and stakeholders.
- Oversee the casework and investigative process, ensuring complaints are handled in accordance with due process and legal best practices.
- Interpret and advise on domestic and international human rights law as it applies to the Commission's statutory functions.

### HUMAN RESOURCE MANAGEMENT

- Supervise and mentor staff, fostering a culture of accountability, professionalism, and continuous learning.
- Oversee human resource functions including staff recruitment, onboarding, performance management, and professional development, in consultation with the Director.
- Support the Director in enforcing fair HR policies that promote diversity, equity, and staff well-being.
- Facilitate internal communication, collaboration, and conflict resolution to maintain a productive and respectful work environment.





# APPLICATION DETAILS

## **STAKEHOLDER ENGAGEMENT AND OUTREACH**

- Assist in the design and coordination of human rights education and advocacy campaigns.
- Maintain relationships with government entities, civil society, and international organizations to enhance collaborative impact.
- Represent the Commission at meetings, consultations, and relevant forums in support of the Director's engagements.

## **REPORTING AND INSTITUTIONAL STRENGTHENING**

- Prepare internal and external reports on investigations, facility reviews, public engagements, and legal reviews.
- Contribute to annual work planning, monitoring and evaluation exercises, and capacity-building efforts within the Commission.
- Assist with grant writing, project proposals, and other resource mobilization activities where relevant.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor of Laws (LLB) or equivalent legal qualification – Required
- Master's degree in Human Rights, Public Policy, Law, or a related field – Preferred
- At least 5–8 years' experience in legal or human rights-related leadership roles
- Proven experience managing people, systems, and legal or institutional processes
- In-depth knowledge of international human rights treaties and regional human rights mechanisms
- Strong written and verbal communication skills, including policy drafting and stakeholder dialogue
- Fluency in Spanish or Creole is considered an asset

## **KEY COMPETENCIES**

- Leadership and team coordination
- Legal and human rights analysis
- Policy review and implementation
- Staff development and HR oversight
- Strategic and operational planning
- Discretion, diplomacy, and ethical integrity

## **Application Procedure**

Interested applicants should submit:

- Cover Letter
- Resume
- Certified copies of qualifications
- Two (2) professional references (one from a former employer preferred)