

VACANCY ANNOUNCEMENT

15 May 2018

Programme Officer (ICJ Geneva)

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights. The ICJ is seeking to recruit a Programme Officer who will support the effective administration, planning, implementation, monitoring and reporting of ICJ's Global Programmes and assist the Development and Donor Relations team. This is a full time staff position, starting 1 July 2018 (or earlier if possible). The ideal candidate has practical experience managing projects for an international organization and a background in human rights, international law or social sciences. This position is based in Geneva, Switzerland.

MAIN TASKS AND RESPONSIBILITIES

RESPONSIBILITIES

The Programme Officer will work under the overall supervision of the Director of Development and Donor Relations and in close collaboration with regional teams and the Legal and Policy Office working from the ICJ Office in Geneva. The Programme Officer will be responsible for:

- Supporting administrative aspects of projects, including human resources, logistics, and financial matters;
- Monitoring implementation of the projects' work plans, adjusting them as needed, and consolidating and processing results data;
- Ensuring effective liaison with donors and respect of donors' regulations and organizational policies and guidelines, including the usage of programme management tools so that project outputs are achieved in a timely manner;
- Contribute to drafting narrative reports and ensuring consistency between narrative and financial reports;
- Contribute to drafting fundraising proposals;
- Liaising with the Finance team and implementation teams to ensure consistency between programmatic and financial information;
- Carry out other, appropriate responsibilities to support the Development and Donor Relations team.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- University degree in development, management or human rights; further academic studies in management, international law or international relations highly desirable;
- Minimum 3-5 years of experience in programme/grant management and experience in fundraising and development, with an NGO (preferably an international NGO);
- Sound knowledge of project cycle management and results-based management;
- Prior experience in Rule of Law and/or Human Rights an asset.

Language skills

- Fluency in English (written and spoken)

Computer skills

- Knowledge of Microsoft Office spread sheet and Word-processing programmes.

Other competencies

- Excellent oral and written communication skills;
- Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;
- Problem solving skills and a proactive approach;
- Strong interpersonal skills, and ability to work with a multi-cultural team;
- Team player with the ability to take initiative and work under minimum supervision;
- Willingness to travel from time to time;
- Commitment to, and understanding of, human rights issues.

Other requirement

Valid Swiss work permit

The ICJ is an equal opportunities employer and offers a competitive salary package.

APPLICATIONS comprising a cover letter, resume, and the names of at least 2 references should be submitted by **8 June 2018** as follows:

Ref: Programme Officer (ICJ Geneva)
By email: recruitment@icj.org

Please note that candidates will be considered as applications are received and appreciate that, due to the volume of applications, only short listed candidates will be contacted. We cannot answer phone enquiries. Thank you for your understanding.