

VACANCY ANNOUNCEMENT

October 2018

Project Officer, Latin America Programme

The International Commission of Jurists (ICJ) is a global network of advocates promoting justice and human rights. We have an exciting new opening for a full-time Project Officer, for the most part to contribute to the implementation of ICJ's new project on extrajudicial killings and enforced disappearances in Colombia, Guatemala and Peru. The position will preferably be based in Guatemala and require travel in the three focus countries (20-30% of the time). The ideal candidate will have a degree in law, social sciences or other relevant disciplines with a good understanding of international human rights and humanitarian law; and at least five-years experience in a national or international NGO with fundraising, programme management and evaluation. We are looking for someone who is passionate about human rights, has a strong commitment to gender and diversity, and works in a collaborative way to deliver on time.

RESPONSIBILITIES

Reporting directly to the Legal Adviser responsible for work on this new project, the Project Officer will have the following responsibilities:

- Develop and monitor the implementation of the relevant work plans and reporting schedules, adjusting as needed, and compiling results data, in collaboration with other staff and project partners;
- Ensure effective liaison with donors and compliance with donor regulations;
- Contribute to drafting narrative reports and ensuring consistency between narrative and financial reports in liaison with the Finance Department; and contribute to drafting fundraising proposals;
- Assist in setting up meetings and reporting mechanisms for project teams and advisory groups;
- Organize and participate in ICJ missions and capacity-building events with judges, prosecutors, lawyers and human rights defenders;
- Ensure that publications and dossiers to be produced under the programme are delivered on time and meet donor visibility requirements in collaboration with the ICJ media and communications department;
- Support administrative aspects, including memoranda of understanding with project partners, logistics and financial matters;
- Carry out other assignments as requested.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- Degree in law, social sciences or other relevant disciplines.
- At least five years experience in programme management at the national, regional, or international levels, including with inter-governmental organizations or relevant NGOs.

Essential Skills

- Demonstrated commitment to human rights, equality and non-discrimination and the rule of law;

- Excellent legal and political judgment and proven ability to develop and carry out programmes in an efficient and effective manner;
- Strong writing and analytical skills;
- Excellent oral and written Spanish and English; working knowledge of another language is an advantage;
- Sound organizational skills and the ability to manage a heavy workload, conflicting demands, and to meet deadlines;
- Excellent interpersonal skills and ability to work with flexibility and as part of a multicultural team.

Contract:

This is a 30-month fixed-term contract. The ICJ offers attractive terms and conditions of employment. It is hoped that the successful candidate is available to start work in December 2018.

The ICJ strives to be an equal opportunities employer.

Applications:

Applications close on **31 October 2018** and should be addressed with your CV, a cover letter and the names and contact details of at least two referees to:

Ref: Latin America Project Officer:

By email: recruitment@icj.org

Or by post:

International Commission of Jurists, P.O. Box 91, 1211 Geneva 8, Switzerland

Owing to the volume of applicants, please note that only short-listed candidates will be contacted. We regret that we are unable to answer phone enquiries.