

## VACANCY ANNOUNCEMENT

January 2019

### **Programme Manager, South America**

The International Commission of Jurists (ICJ) is a global network of advocates promoting justice and human rights.

The ICJ has an exciting new opening for a Programme Manager who will be responsible for managing the administration of ICJ programmes in South America. This is a full-time staff position, starting in March 2019. The position is based in Bogotá, Colombia.

The ideal candidate will have a degree in management, development or human rights with a good understanding of international human rights and humanitarian law; and at least 5 years experience in a national or international NGO with fundraising and grant management. 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**

The Programme Manager will have primary responsibility for managing the administration of ICJ programmes in South America and will also work in close collaboration with staff based in Guatemala and elsewhere in the region and with colleagues working in the ICJ Programme Management and Donor Relations team. The Programme Manager will have the following responsibilities:

- Managing administrative aspects of project work in the region, including human resources, logistics and financial matters;
- Supporting the legal and financial teams to ensure that teams receive appropriate and timely technical substantive advice as well as logistic assistance;
- Contribute to the development, and monitoring and implementation, of the Programme's work plan and adjusting it when needed;
- Ensuring compliance with donors' regulations and ICJ organizational policies and guidelines, including the use of programme management tools so that project outputs are achieved in a timely manner;
- Ensuring that publications and dossiers to be produced by the Programme are delivered on time and meet donor visibility requirements in collaboration with the ICJ media and communications department;
- Drafting narrative reports and ensuring accuracy between narrative and financial reports;
- Contributing to the drafting of fundraising proposals, budgets and project amendments;
- Developing and maintaining appropriate communication and information flow regarding the Programme within the ICJ, with partner organizations and with donors;
- Assisting in representing the Programme with senior government officials, civil society leaders, donors and the diplomatic community in the region;
- Contributing to the implementation of activities (reports, workshops, public presentations, press statements);
- Carry out other assignments as requested.

## **QUALIFICATIONS**

The successful candidate will have:

### **Education & Experience**

- Degree in management, development or human rights; further academic studies in international law or international relations desirable;
- Minimum 5 years experience in project management and administration, including work plan development, implementation and monitoring, reporting and budgeting;
- Experience working in the region is highly desirable;
- Experience in working on European government-funded projects is desirable.

### **Essential Skills**

- Demonstrated commitment to human rights, equality and non-discrimination and the rule of law;
- Excellent management skills and ability to maintain and expand a programme;
- Excellent political knowledge and judgment;
- Demonstrated analytical and writing ability;
- 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.

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

### **Applications:**

Applications close on **Friday 15 February 2019** and should be addressed with your CV, a cover letter and the names and contact details of at least two referees to:

Ref: South America Programme Manager

By email: [recruitment@icj.org](mailto:recruitment@icj.org)

**Please appreciate that, owing to the volume of applicants, only short-listed candidates will be contacted. We regret that we are unable to answer phone enquiries.**