

## VACANCY ANNOUNCEMENT

May 2019

### **National Programme Manager – South Asia**

The International Commission of Jurists (ICJ) is a global 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 National Programme Manager who will assist in the implementation of the ICJ's programmes in South Asia. The ideal candidate will have experience in project management and administration, including work plan development, implementation and monitoring, reporting and budgeting involving human rights or justice sector-related projects. The position will be based in Kathmandu, Nepal.

### **RESPONSIBILITIES**

The National Programme Manager will be part of an Operations team supervised by the Asia Pacific Senior International Programme Manager. The National Programme Manager will work closely with members of the Operations team based at the Regional Office in Bangkok and at the ICJ's office in Nepal.

- Develop and monitor implementation the ICJ's project work plans and adjusting it when needed;
- Ensure usage of programme management tools (including M&E) so that project outputs are achieved in a timely manner;
- Ensure compliance with donor regulations and the ICJ's organizational policies and guidelines;
- Managing administrative and logistical aspects of the project, in coordination with the national and regional team;
- Coordinate all financial aspects of the project including management of budgets, tracking expenditure and financial reporting with the International Finance Officer based at the ICJ's Regional Office;
- Coordinate all human resource aspects of the project with the Grants Officer based at the ICJ's Regional Office;
- Prepare narrative reports for internal and external use and ensuring the accuracy between narrative and financial reports and submit them for review to the Regional Office Operations Team;
- Assisting the Regional Office Operations Team and Donor Relations Team (DOT) in drafting fundraising proposals in accordance with a range of donor formats and in coordination with the national and regional team;
- Actively participate in the consolidation of programme management within the ICJ through the programme managers quarterly meetings and the annual face to face;
- Support the legal and financial teams to ensure that teams receive appropriate and timely technical substantive advice as well as logistic assistance to enhance full compliance with the donor contractual requirements in programme implementation;
- Developing and maintaining appropriate communication and information flow regarding the project within ICJ, in the region, with Geneva and other offices and staff;

- Contributing to the implementation of activities in South Asia (reports, workshops, public presentations, press statements);
- Assist with other ICJ activities in South Asia at the request of the Asia-Pacific Senior International Programme Manager and the Regional Director.

## **QUALIFICATIONS**

The successful candidate will have:

- A degree in development, management or human rights;
- Further academic studies in management, law or international relations highly desirable;
- Knowledge of legal and human rights issues, including international law, independence of the judiciary and access to justice is desirable.
- A minimum of 4 years experience in project management and administration, including work plan development, implementation and monitoring, reporting and budgeting involving human rights or justice sector-related projects.
- Experience working in Nepal or South Asia is highly desirable;
- Experience in working on European and US funded projects desirable;
- Fluent in English and Nepali – other South Asian languages an advantage;
- Knowledge of Microsoft Office: Word, Excel, Powerpoint
- Excellent management skills and ability to develop and maintain a programme;
- Demonstrated analytic and writing ability including substantial proposal and report-writing experience as well as budget and log frame development;
- Excellent political knowledge and judgment;
- Excellent interpersonal skills and ability to work with a multi- cultural team;
- Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;
- Willingness to travel in Nepal; and
- Demonstrated commitment to human rights and social justice.

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

## **APPLICATIONS**

The deadline for applications is on **27 May 2019**. Applications must be addressed with your resume, a cover letter, and names of at least three references to:

- Ref: National Programme Manager-South Asia
- By email to: [asia-recruitment@icj.org](mailto:asia-recruitment@icj.org)

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. The ICJ is unable to respond to phone enquiries.