

VACANCY ANNOUNCEMENT

June 2019

Consultant Programme Officer Europe and Central Asia Programme

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 consultant programme officer for 6 months (maternity leave cover) starting in September/October 2019 to contribute to its programme of work on human rights and the rule of law in Central Asia. The post will primarily focus on Central Asian countries and the Programme Officer will assist the Europe and Central Asia Team in planning, organising and reporting on the different activities conducted in the region.

Responsibilities

Under the overall supervision of the Senior Legal Advisor and in close co-operation with the Programme Manager, the Programme Officer will contribute to implementing the ICJ's programme of work in particular will:

- Assist with the preparation for and organisation of missions, seminars and other events, and provide administrative support (including with event organisation, visa and travel arrangements etc);
- Provide support in financial reporting following ICJ activities;
- Support the team in monitoring the programme's activities and expenditures;
- Assist in the preparation of internal and external reports: compile accounting documents, data collection and analysis, following the ICJ and donors' procedures, and produce support documents upon request;
- Liaise with relevant programme stakeholders (legal advisers, finance and development teams, national partner organisations, etc.) to ensure efficient and timely implementation and accurate reporting of programme activities;
- Participate in the elaboration of the activity budgets and budget reviews for activities;
- Provide appropriate and timely updates to the ICJ team on project implementation, and on administrative issues related to the programme;
- Maintain programme documents filed / send scanned versions to concerned ICJ colleagues so as to ensure key documents are available and accessible for any audits;
- Carry out other tasks upon request by the relevant ICJ staff members.

Qualifications

Education and experience

- Degree , social sciences or other relevant disciplines.
- At least three years experience in a similar position 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;
- Proven ability to implement programmes in an efficient and effective manner;
- Strong organisational and analytical skills;
- Excellent oral and written English and Russian languages; working knowledge of other languages 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.

The consultant can work remotely with a preference for candidates based in Central Asian countries.

APPLICATIONS should be addressed no later than **8 July 2019** with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references:

By email to: europe-recruitment@icj.org

In Subject indicate: Ref: Central Asia programme officer – maternity leave cover

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.