

VACANCY ANNOUNCEMENT

August 2019

Associate Programme Manager, Africa Regional 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.

We are seeking to recruit an Associate Programme Manager to support proper coordination between technical-legal, administrative and financial aspects of projects in coordination with the national and regional team and the Development and Donor Relations Department in Geneva. This position is based in Harare, Zimbabwe with a start date of 1 September 2019.

The ideal candidate is or has been working for three to five years in project management in the non-profit sector has attained the required knowledge, skills and expertise through completion of a degree in management, political science, law or human rights.

RESPONSIBILITIES

Reporting directly to the Africa Regional Programme Director, the Associate Programme Manager has the following responsibilities:

- Assist in developing and monitoring implementation of project work plans and adjusting it when needed;
- Monitoring, tracking and documenting project results;
- Ensuring compliance with organizational policies and guidelines as well as contractual obligations per agreements with donors, including the usage of programme management tools so that project outputs are achieved in a timely manner;
- Drafting narrative reports on time for internal and external use and ensuring the accuracy between narrative and financial reports;
- Assisting in drafting fundraising proposals in accordance with a range of donor formats and in coordination with the national and regional team and the Development Team department in Geneva;
- Supporting the legal and financial teams to ensure that teams receive appropriate and timely technical substantive advice 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, in Geneva and other offices and staff;
- Assisting with the implementation of other ICJ activities (reports, workshops, public presentations, press statements, attendance at workshops and meetings and representing the project with senior government officials, civil society leaders and the diplomatic community in the region) as required.

- Carry out any ICJ activities and assignments as requested by the International Programmes Manager or the Regional Director.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- Degree in a field related to management, development, political science, law or human rights or otherwise relevant to the position;
- Minimum 3 to 5 years experience in management and administration, including work plan development and implementation, reporting and budgeting;
- Experience of monitoring and evaluation within a results-based management framework.

Essential Skills

- Excellent coordination skills;
- Excellent analytical political knowledge and judgment;
- Spoken fluency and writing ability in English, French being an added advantage;
- Strong computer literacy including Microsoft Office: Word, Excel, Powerpoint.
- Excellent interpersonal skills and ability to work with a multi-cultural team and external stakeholders;
- Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;
- Readiness to travel in the region; and
- Demonstrated commitment to human rights and social justice.

The ICJ is an equal opportunities employer.

APPLICATIONS should be addressed with your resume, a cover letter and the names of at least 2 references to: Ref: Associate Programme Manager, Africa Regional Programme:

By email: africa-recruitment@icj.org

The deadline for applications is **31 August 2019**.

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