

## VACANCY ANNOUNCEMENT



November 2019

### Europe and Central Asia Programme Manager

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 office in Brussels (ICJ-European Institutions) is seeking to recruit a dynamic and flexible project management professional to contribute to the development, monitoring and evaluation of the Europe and Central Asia regional programme's projects on migration, human rights and the rule of law. The ideal candidate holds a degree in development, management or a similar field and has worked for at least three years in project management in the area of human rights and rule of law in a European or international context.

#### RESPONSIBILITIES

Working under the supervision of the Director of the Europe and Central Asia Programme, and in close co-operation with ICJ legal and support staff, the Europe and Central Asia Programme Manager's tasks and responsibilities will include:

- Managing administrative aspects of projects, including human resources, logistics, financial matters and internal and external reporting;
- Follow-up on Europe and Central Asia Programme work plan and planning.
- Providing logistical support as needed, in the organization of seminars and other events;
- Liaising with relevant ICJ staff and project's stakeholders (Legal Advisers, Finance, Development and media teams, partner organisations, and donors) to ensure proper planning, timely implementation, and accurate monitoring and reporting of project activities;
- Monitoring and evaluating the implementation of project activities, achievement of results and sustainability;
- Contributing to the drafting of fundraising proposals, budgets and project amendments;
- Ensuring respect of organizational and donor policies and guidelines, including the usage of programme management tools so that project outputs are achieved in a timely manner;
- Developing strategies for improving the efficiency and effectiveness of the projects.

#### QUALIFICATIONS

The successful candidate will have:

##### Education & Experience

- Degree in development, international relations, management, human rights or a related subject; further academic studies in management, international law or international relations and qualifications in project management desirable;
- Minimum 3 years experience in project management and administration involving human rights, rule of law or justice sector-related projects, including project design, budgeting, work plan development, implementation and monitoring, budget-tracking and reporting;
- Successful track record in project proposals development an asset;
- Knowledge of legal and human rights issues, including international law, independence of the judiciary and access to justice particularly in Europe and Central Asia an asset;
- Experience in working projects funded by institutional donors, especially the European Union, is highly desirable.

##### Other requirements

- Excellent administrative and project management skills;
- Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;

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- Excellent analytic and written and oral communication skills. Sensitivity and responsiveness to all partners and project staff;
- Spoken fluency and writing ability in English; knowledge of French and /or other European languages highly desirable;
- Excellent interpersonal skills and ability to work with a multi-cultural team;
- Computer literate (Microsoft Office including excel);
- Willingness to travel in Europe;
- Demonstrated commitment to human rights;
- Holding a EU Member State citizenship or a valid work permit in Belgium.

The ICJ is an equal opportunities employer. The position is based in Brussels (central location).

**APPLICATIONS** should be addressed by **19 December 2019** with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references to:

Ref: Europe Programme Manager

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

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.