CONSULTANCY ANNOUNCEMENT

Temporary Programme Assistant, Latin America

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

The ICJ is looking for a temporary programme assistant for a two-months period for managing the administration of an EU funded ICJ project in Latin America. This is a full-time position, starting in April 2020. The position is based in Bogotá, Colombia.

The ideal candidate will have experience managing large, complex, projects and ideally experience with institutional donors, such as the European Union. Good experience with logistics and organizing events from distance is essential.

RESPONSIBILITIES

The Temporary Programme Assistant will have primary responsibility for managing the administrative, operational and logistical tasks of a multi-country EU grant, including:

- Managing administrative aspects of the project work with workshops and publications in Peru, Colombia and Guatemala including admin, logistics and financial matters;
- Leading the operational organization of events;
- Managing consultant contracts;
- Supporting the legal and financial teams to ensure that teams receive technical advice as well as logistic assistance;
- Ensuring that publications and dossiers to be produced in this period are delivered on time and meet donor visibility requirements in collaboration with the ICJ media and communications department;
- Managing complex budgets;
- Developing and maintaining appropriate communication and information flow regarding the Programme within the ICJ and with partner organizations;
- 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, administration or similar careers; further academic studies in human rights is desirable;
- Minimum 2 years of experience in project administration, logistics, implementation and budgeting;
- Proved experience organizing the operational and logistical aspects of regional events
- Experience working in the region;
- Preferably, experience in working on European Union and European government-funded projects

Essential Skills

- Excellent management and organizational skills;
- Excellent oral and written Spanish and good English;
- Sound organizational skills and the ability to manage a heavy workload, conflicting demands, and to meet deadlines;
- Attention to detail and good financial abilities;
- Excellent interpersonal skills and ability to work with flexibility and as part of a multicultural team.
Commitment to human rights, equality and non-discrimination and the rule of law;

**Applications:**
Applications close on **Sunday 15 March 2020** and should be addressed with your CV, a cover letter and the names and contact details of at least two referees to:

Ref: Latin America Temporary Programme Assistant
By email: recruitment@icj.org

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