

## VACANCY ANNOUNCEMENT

### Programme Manager Latin America Short Term position

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

The ICJ has an exciting new opening for a short-term staff position as Programme Manager who will be responsible for managing the administration of ICJ programmes in Latin America. This is a short term staff position, **starting on December 1 2020 and until June 30 2021**. The position is ideally 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. Additionally, the candidate should have a degree in management or development with a good understanding of international human rights and humanitarian law; and at least 5 years of experience in a national or international NGO with fundraising and grant management. We are looking for someone who is passionate about human rights, has a strong commitment to gender and diversity, and works in a collaborative way to deliver on time.

Please be advised that this position is doing program management work only; the selected candidate will not conduct legal analysis.

### RESPONSIBILITIES

The Programme Manager will have primary responsibility for managing the administration of ICJ programmes in Latin America – currently with special emphasis on a multi-country EU grant - and will also work in close collaboration with staff based in Guatemala and elsewhere in the region and with colleagues working in the ICJ Programme Management and Donor Relations team.

The Programme Manager will have the following responsibilities:

- Managing administrative aspects of project work in the region, including human resources, logistics and financial matters;
- Supporting the legal and financial teams to ensure that teams receive appropriate and timely technical substantive advice as well as logistic assistance;
- Contributing to the development, and monitoring and implementation, of the Programme's work plan and adjusting it when needed;
- Ensuring compliance with donors' regulations and ICJ organizational policies and guidelines, including the use of programme management tools so that project outputs are achieved in a timely manner;
- Ensuring that publications and dossiers to be produced by the Programme are delivered on time and meet donor visibility requirements in collaboration with the ICJ media and communications department;
- Drafting narrative reports and ensuring accuracy between narrative and financial reports;
- Managing complex budgets and acting as a budget holder;
- Contributing to the drafting of fundraising proposals, budgets and project amendments;
- Developing and maintaining appropriate communication and information flow regarding the Programme within the ICJ, with partner organizations and with donors;
- Assisting in representing the Programme with senior government officials, civil society leaders, donors and the diplomatic community in the region;

- 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 or development; further academic studies in international human rights law or international relations are welcome;
- Minimum 5 years of experience in project management and administration, including work plan development, implementation and monitoring, reporting and budgeting;
- Experience working in the region;
- Preferably, experience in working on European Union and European government-funded projects

### **Essential Skills**

- Demonstrated commitment to human rights, equality and non-discrimination and the rule of law;
- Excellent management skills and ability to maintain and expand a programme;
- Excellent political knowledge and judgment;
- Demonstrated analytical and writing ability;
- Excellent oral and written Spanish and English; working knowledge of another language 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 and offers competitive salary package.

*Please note that ICJ is not able to provide a work permit for Colombia.*

### **Applications:**

Applications close on **Sunday 1 November 2020** and should be addressed with your CV (two pages), a cover letter (one page) and the names and contact details of at least two referees to:

Ref: Latin America Programme Manager short term position

By email: [recruitment@icj.org](mailto: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.**

*The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.*

*Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.*