

VACANCY ANNOUNCEMENT



November 2020

Middle East and North Africa Programme Manager

The International Commission of Jurists (ICJ) is an international non-governmental organization of judges and lawyers dedicated to advancing the rule of law and the legal protection of human rights around the world.

The ICJ is seeking to recruit a dynamic and solution-oriented programme manager to contribute to the design, implementation, and monitoring of the ICJ projects focussing on human rights and the rule of law in the Middle East and North Africa (MENA) region. The ideal candidate has at least five years' professional experience working in project management in the area of human rights and rule of law. Knowledge of the MENA regional context is desirable.

RESPONSIBILITIES

Working under the supervision of the Director of the MENA Programme, and in close co-operation with the MENA Programme team and with finance and fundraising staff, the MENA Programme Manager's tasks and responsibilities will include:

- Managing the operational, financial and administrative aspects of projects, including human resources and the programme's overall budget;
- Liaising with relevant ICJ staff (including Legal Advisers and Finance, Development and Communication Officers and teams) and partners to ensure proper planning, timely implementation, and accurate monitoring and reporting of project activities;
- Maintaining donors' relations and ensuring grant compliance, including drafting and submitting donors' narrative reports and reviewing financial ones;
- Contributing to the development and effective implementation of the MENA Programme work plan and other planning activities;
- Providing logistical support, as needed, to the organization of seminars and other events;
- Monitoring and evaluating the implementation of project activities, achievement of results and sustainability;
- Contributing to the drafting of fundraising proposals, including budgets and Monitoring and Evaluation plans;
- Contributing to ensuring compliance with the organization's control systems and donors' requirements and guidelines;
- Facilitating coordination and knowledge sharing among partners, team members and other ICJ departments, and
- Developing strategies, methodologies and tools for improving the efficiency, effectiveness and timely implementation of the projects.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- Degree in human rights, international relations, law, development, management or a related subject; qualifications in project management desirable;
- Minimum 5years 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;

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- Knowledge of and familiarity with major legal and human rights issues, in particular in the MENA region, are an asset;
- Experience in managing projects funded by institutional donors is highly desirable.

Other requirements

- Excellent organizational, administrative, project management and problem-solving skills;
- Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;
- Ability to work independently and with remote supervision;
- Excellent analytic and written and oral communication skills. Sensitivity and responsiveness to all partners and project staff;
- Proficiency in written and spoke English; knowledge of Arabic and/or French is highly desirable;
- Excellent interpersonal skills and ability to work with a multi-cultural team;
- Computer literate (Microsoft Office including excel);
- Willingness to travel;
- Demonstrated commitment to human rights;

The ICJ is an equal opportunities employer.

The full-time position is based in ICJ's regional office in Tunis. Alternative locations in the MENA region may be considered.

APPLICATIONS should be addressed by **7 December 2020** with your resume (maximum two pages), a cover letter (maximum two pages), and the names of at least two references to:

Ref: MENA Programme Manager
By email: 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.