



VACANCY ANNOUNCEMENT

DIRECTOR, ASIA AND THE PACIFIC PROGRAMME (100%)

Work location: Bangkok (preferable) or other locations in South East Asia or South Asia.

The International Commission of Jurists (ICJ) is a global network of advocates promoting justice and human rights. Since 1952, the International Commission of Jurists (ICJ) has performed a unique and prominent role as a nongovernmental organization defending human rights and the rule of law worldwide. With its Headquarters based in Geneva, ICJ operates on the ground in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

The ICJ seeks a Director to manage its work in Asia and the Pacific (including South Asia, Southeast Asia, and increasingly, East Asia and the Pacific).

The ideal candidate will be a visionary international human rights lawyer who has held senior positions, including management positions. The successful candidate will have a comprehensive knowledge of international human rights and humanitarian law, deep practical experience in legal advocacy, an understanding of the history, politics and legal systems of the region as well as a well-developed network in the region.

RESPONSIBILITIES

The Director of the Asia and the Pacific Programme reports to the Secretary-General. The position includes the following responsibilities:

1. **Strategic Direction & Planning:** Propose and agree with the Secretary-General strategic direction and plans for the ICJ's work in Asia and the Pacific (comprising South Asia, Southeast Asia, East Asia, and the Pacific) to strengthen the rule of law to protect and promote human rights. Participate actively in the strategic planning for the ICJ as a whole.
2. **Programme Implementation:** Manage the ICJ's Programme in Asia and the Pacific through its phases of development, including the implementation of the full range of ICJ advocacy strategies and legal interventions on countries and themes in the region, including legal research and analysis, strategic litigation and litigation support, collaboration with local, regional and global partners, the editing and approval of documents and ensuring the quality of legal and advocacy work.
3. **Head of Office:** Manage and supervise all aspects of the setting up and day-to-day running of the ICJ's regional presence and oversee any additional national presences in the region, including their setting up, operations, and winding down.

4. **Staff Supervision:** Supervise the work of about 40 staff, interns and consultants. This includes recruitment, induction, professional development, performance management and evaluation, building effective teams, defining job descriptions, work-plans and terms of reference, and overseeing the work of the programme's staff.
5. **Work with other ICJ programmes:** Actively develop mutually supportive working relations with other programme directors, especially other regional directors. Promote cross-fertilization of ideas and lessons learned between the Asia and the Pacific Programme and other regional and international programmes. Promote opportunities for joint work with other regional programmes and international programmes on themes of importance to the region. Ensure that ICJ staff and interns in other programmes are regularly informed about the work of the Asia and the Pacific Programme.
6. **Representation and missions:** Play a leadership role as the ICJ's official spokesperson on issues relating to human rights and the rule of law in the region. As agreed with the Secretary-General, represent the ICJ externally, developing and maintaining relations with governments, donors, inter-governmental organizations, NGOs and the judicial, legal and human rights communities, carrying out media work, leading and participating in ICJ missions, delivering public speeches and otherwise raising the public profile of the ICJ.
7. **ICJ Network:** Develop and implement strategies to strengthen, inform and mobilize the ICJ Network of Commissioners, National Sections and Affiliated Organizations in the region and engage them in the work of the ICJ. Develop the cross-fertilisation of ideas and information between members of the ICJ Network in Asia and the Pacific and other regions.
8. **Resources & Finances:** In conjunction with staff responsible for finance, manage the programme's resources and budget, including taking responsibility for budget preparation, monitoring and approval of programme expenditure based on agreed budgets.
9. **Fundraising:** In conjunction with staff responsible for fundraising, contribute significantly to the development and implementation of fundraising strategies for the programme, including taking responsibility for the drafting, editing and approval of proposals, and lead on the cultivation and maintenance of relations with relevant donors.
10. **Other Responsibilities:** Carry out other, appropriate responsibilities as requested by the Secretary-General.

QUALIFICATIONS AND SKILLS

The successful candidate will have:

Education & Experience

- A degree in law and further academic studies in international and human rights law and international humanitarian law.
- Over 10 years progressive experience as an international human rights lawyer, with significant experience of working in the region. Minimum five years of increasingly responsible staff, programme and financial management experience in an international or non-governmental organization;

- Excellent applied knowledge of international and regional human rights and humanitarian law and jurisprudence.

Language skills:

- Fluency in English with proven legal writing and editing skills. Working knowledge of additional languages from the region an asset.

Other competencies:

- Political judgment and the proven ability to develop and carry out innovative advocacy and legal work;
- Strong analytical and organizational skills with the ability to excel at the challenge of maintaining and expanding a programme;
- Proven communication skills and knowledge of the media and organizations in Asia and the Pacific;
- Management capacity and the ability to work quickly and efficiently under pressure, in a complex, dynamic and changing work environment, as part of an international multi-cultural team;
- At ease with fundraising and outreach;
- Demonstrated commitment to human rights and the rule of law.

The ICJ is an equal opportunities employer and offers a competitive salary and benefits package.

APPLICATIONS should be addressed with your resume (maximum two pages), a cover letter (maximum two pages), and the names and contact details of at least two references:

- By email to: recruitment@icj.org
- Ref: **Director, Asia and the Pacific Programme**

The deadline for applications is **7 February 2021**, midnight Central European Time (CET).

Please appreciate that, due to the volume of applications, only short-listed candidates will be contacted. The ICJ is unable to respond to phone enquiries.

The ICJ is committed to the principle of equal employment opportunity and values 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.