



## **IJ VACANCY**

### **PROGRAMME MANAGER**

#### **ABOUT THE IIJ**

Since its inauguration in 2014, the International Institute for Justice and the Rule of Law (IIJ) has trained more than 7000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, judges, prosecutors, police, prison and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ, one of three institutes with a mission to implement good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora, delivers capacity-building training tailored to the needs of the regions it serves, including North, West and East Africa; the Middle East; and select engagement in the Balkans, and Central, South and Southeast Asia. For more information on the IIJ, please visit the IIJ's website [www.theijj.org](http://www.theijj.org)

#### **PROGRAMMATIC UNIT**

The Programmatic Unit leads the design and delivery of short-form capacity-building workshops addressing specific and emerging threats and challenges in the counter-terrorism and rule of law fields. Structured under the Core Initiatives & Workstreams, the workshops build the skills and capacity criminal justice practitioners need to address the challenges they face in their daily work in an evolving terrorism landscape. Workshop curricula are developed and tailored for our practitioners' contexts and in line with our Monitoring & Evaluation Strategy. Through case studies and hypothetical exercises, practitioners are able to practice applying the skills they have learned, supported by the IIJ's peer-to-peer learning environment for sustainable impact.

#### **PROGRAMME MANAGER**

The Programme Manager (PM) will be an integral part of a dynamic and multi-national team. Under the overall supervision of the Executive Secretary and reporting directly to the Director of Programmes, the PM will work closely with the entire IIJ team to achieve the IIJ's mission and vision. The main focus of this position is the conception, development and delivery of capacity-building workshops and other activities addressing counter-terrorism and related transnational criminal activities.

An attractive remuneration package will be offered commensurate with the experience and qualifications of the selected applicant. The initial appointment will be for a period of one year

and may be extended subject to performance, need and the availability of funding. This position will be based in Malta with regular duty travel to the IJJ geographic regions.

All interested applicants meeting the qualifications below are invited to submit a cover letter and CV to the IJJ Executive Secretariat at HR@THEIJJ.ORG by no later than **17 April 2022** with “PM\_2022” in the subject line.

## JOB DESCRIPTION

The chief responsibilities of the Programme Manager will be:

- Designing programmes and delivering courses and/or workshops tailored to train justice sector stakeholders with a primary geographic focus on North, West, and East Africa, the Middle East and other select regions;
- Planning and managing the organization, logistics, and implementation of training, workshops and other capacity-building activities, and developing action plans and tools for measuring concrete results;
- Preparing a variety of other written work, such as background working papers, correspondence, presentations, and program summaries;
- Developing ideas and plans for new programmes in collaboration with the IJJ team, including the Grants and Resource Mobilization Manager, and including providing input to new grant proposals for submission to donors to secure resources that expand the IJJ’s Programmatic portfolio and contribute to the IJJ’s sustainability.
- Serving as a resource for other members of the Programmatic staff and assisting team members in managing programme resources, opportunities, time and information.
- Monitoring and reporting on the implementation of funded activities, and participating in the evaluation of the programmes;
- Managing the budget for programmes within portfolio, monitoring costs against work performed and training delivered as the programme progresses, and preparing detailed activity and financial reports;
- Liaising with key partners, relevant stakeholders and international experts to ensure activities are co-ordinated and the IJJ’s visibility is enhanced;
- Representing the IJJ externally, e.g., at international conferences, meetings, workshops, and with foreign governments and international organizations; and
- Performing other duties to support the mission of the IJJ as required.

## PERSON SPECIFICATION:

### Required

Advanced university degree (Master’s degree or equivalent) in law, international relations, political science, or a related field. A minimum of six years of relevant progressively responsible experience in program management in an international-like organization, including three years of experience in the field of addressing terrorism or related transnational criminal activities within human rights and rule of law framework.

### Additional Qualifications:

- Fluency in English, with excellent drafting and communication skills;
- Proficiency in either French or Arabic (other language skills will be considered an asset);
- An existing network of experts and relevant contacts to call upon;
- The ability to communicate effectively with diverse stakeholders including national governments, international organizations, non-governmental organizations, donors, policymakers, practitioners and experts;
- Advanced ability to set goals, resolve problems in a timely manner, and make decisions that enhance an organization's effectiveness;
- Excellent interpersonal skills and ability to establish and maintain effective working relations with people of different national and cultural backgrounds;
- Willingness to travel and represent the IIJ at international programs;
- Natural networking skills and an ability to constructively manage internal and external relationships with diplomacy, cultural sensitivity and discretion;
- Understanding of diverse legal and political frameworks and contexts in countries and regions that constitute the IIJ's primary geographic focus; and
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities.