

AVOCATS SANS FRONTIÈRES RECRUITS A PROJECT CO-ORDINATOR IN INTERNATIONAL CRIMINAL JUSTICE

- Location Brussels, Belgium
- Closing date 24 September 2010
- Start Date Immediate

The Organisation

Avocats Sans Frontières is an international non-governmental organization, whose mission is to contribute towards the development of just and equitable societies in which the law serves the most vulnerable groups and individuals.

Avocats Sans Frontières has permanent missions in Burundi, Rwanda, the Democratic Republic of Congo and Uganda, and implements projects in Israel / Palestine, East Timor and Nepal. ASF works closely with lawyers and civil society to ensure the effectiveness and sustainability of its projects.

The Project

Since 2005, ASF is implementing a project combining capacity building of civil society and the justice sector in the DRC, legal aid for victims of grave violations of human rights in proceedings before national courts and before the ICC, and support the independence and effectiveness of the ICC. ASF is prepared to launch a new multi-country project that aims to contribute to the prevention and punishment of gross violations of human rights, and the restoration of the dignity of victims, by strengthening the ICC and the Rome Statute system in general. The project activities consist in: awareness raising, development of regional and national advocacy networks, capacity building for civil society, lawyers and actors in the justice sector, support for the ratification of the Rome Statute and the promulgation and proper application of implementation legislation, promoting national prosecutions of international crimes in line with the principle of complementarity. The countries covered by the project are the DRC, Colombia, Burundi, Uganda, East Timor and Nepal while some of the activities also extend to Kenya, Guatemala, Guinea, Chad and Zimbabwe. The activities in Colombia and Guatemala will be undertaken in coordination with Lawyers Without Borders Canada, which ASF implementing partner in the Project.

Responsibilities

Under the supervision of the Head of the International Justice Program, the Project Coordinator is responsible for the management, follow-up and evaluation of the project. She / he will:

- Draw up activity plans and ensure their implementations against the outputs and indicators identified in the project document in coordination with the teams in the Field

- Establish a monitoring and evaluation system that would allow the timely preparation of progress reports and readjustments, if necessary.
- Develop performance plans for the members of the team involved and coordinate the work of the staff in the Field.
- Monitor the financial aspects of implementation of the project and ensure conformity with the budget lines allocated
- Prepare narrative and financial reports in coordination with the teams in the Field and with the financial officer for transmission to donors
- Determine, in collaboration with the head of the program and field teams, the strategic orientation of the project
- Participate in fundraising and preparing funding proposals
- Ensure the development and management of communication tools related to the project (electronic newsletter, email list serve, blogs)
- Recruit and supervise program interns
- Conduct research and participate in the drafting and publication of reports and news releases on various topics related to the project
- Participate in all aspects of the program on international criminal justice and transitional justice, including the monitoring of developments and cases before the ICC and advocacy.

Qualifications

Essential

- Possession of a graduate degree in law (international criminal law and human rights strongly desired)
- Proven experience in management / project coordination
- Experience in the NGO sector
- Fluency in French, English and Spanish (written and spoken)
- Strong editorial and communication skills
- Ability to work in a multicultural environment
- Proficiency in computer, including software usual (Word, Excel, Outlook, PowerPoint etc...)
- Discipline, rigour, sense of diplomacy and negotiation
- Ability to juggle multiple tasks and work under pressure
- Flexibility to travel frequently

Desirable

- Professional experience of at least five years in the field of human rights, international criminal law or transitional justice
- Experience in post-conflict situations

Terms

- Fixed-term contract of two years with a possibility for a renewal
- Working conditions attractive compared to the sector

To apply

Applications including CV, motivation letter and a writing sample (unedited) in French or English should be sent by mail to job@asf.be no later than **September 24, 2010**. Please specify "**application ICJ Coordinator**" in the subject line.

For reasons of limited human resources, only shortlisted candidates will be contacted - thank you for your understanding.