



IJ VACANCY

PROGRAMME MANAGER

ABOUT THE IIJ

The International Institute for Justice and the Rule of Law (IIJ) is an organisation located in Malta with a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the 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 tailors its programmes 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.theiij.org

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, 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. This position will be based in Malta with regular duty travel to the IIJ geographic regions.

All interested applicants meeting the qualifications below are invited to submit a cover letter and CV to the IIJ Executive Secretariat at hr@theiij.org by no later than **14th April 2023** with "PM_2023" 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 practitioners 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 IIJ 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 IIJ's Programmatic portfolio and contribute to the IIJ's sustainability;
- Serving as a resource for other members of the IIJ 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 contributing to preparation of financial reports;
- Liaising with key partners, relevant stakeholders and international experts to ensure activities are co-ordinated and the IIJ's visibility is enhanced;
- Representing the IIJ 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 IIJ 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 (or 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 IJJ 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 IJJ's primary geographic focus; and
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities.