



- **Position: Programme Manager**
- **Reports To: IIJ Director of Programmatic Unit**
- **Location: Malta**
- **Employment Type: Full-time**



### **About the IIJ:**

The International Institute for Justice and the Rule of Law (IIJ), an Inspired Institution of the Global Counterterrorism Forum (GCTF), provides training to lawmakers, police, prosecutors, judges, corrections officials, and other criminal justice practitioners on how to address terrorism and related transnational criminal activities within a rule-of-law framework. Established in 2014 in Malta, with an international Governing Board of Administrators (GBA) representing 13 countries and the European Union, the IIJ has established itself as a leading platform to deliver innovative and sustainable counter-terrorism capacity building based on the rule of law and related good practices developed by the GCTF and other international and regional fora. For more information, visit the IIJ website: <https://theij.org>

### **Job Overview:**

The Programme Manager (PM) will be an integral part of a dynamic and multi-national team. Under the overall supervision of the Director of Programmes and working closely with the Executive Secretary and the Director of Administration and Outreach. 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 counterterrorism 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.

### **Key Responsibilities:**

**The chief responsibilities of the Programme Manager will be:**

- Designing programmes and delivering courses and/or workshops tailored to train criminal justice sector practitioners with a primary geographic focus on North, West, and East Africa, the Middle East, South-East Asia 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 and impact.
- Preparing a variety of other written work, such as background working papers, correspondence, presentations, and program summaries;

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- Developing ideas and plans for new programmes in collaboration with the IIJ team, including the 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 reports and contributing to preparation of financial reports;
- Liaising with key partners 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;
- Support the Executive Secretary and senior management in their activities on behalf of the IIJ and
- Performing other duties to support the mission of the IIJ as required.

#### **Requirements:**

- Advanced university degree (Master's degree or equivalent) in law, international relations, political science, or a related field; and
- 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 the 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.

### **How to Apply:**

All interested applicants meeting the qualifications below are invited to submit a cover letter and CV to the IIJ Executive Secretariat at [hr@theij.org](mailto:hr@theij.org) with "PM\_2025" in the subject line. The vacancy shall remain open until filled.

**Applicants who have already submitted an application for this vacancy under the same subject line are still being considered and need not reapply.**

*The IIJ is an equal-opportunity employer and welcomes applicants of all backgrounds, regardless of race, origin, disability, gender, or any other protected status.*