



Terms of Reference – Director of the IIJ Academic Unit (AU)

About the IIJ:

The International Institute for Justice and the Rule of Law (IIJ), an institution inspired by the Global Counterterrorism Forum (GCTF), provides training to lawmakers, police, prosecutors, judges, corrections officials and other justice sector 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 thirteen 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://theiiij.org/>.

Position Overview:

The Director of the IIJ Academic Unit (AU) is a key leadership role within the IIJ. Reporting directly to the IIJ Executive Secretary, the Director will collaborate closely with the Director of Administration and Outreach, and the Director of Programmes, to further the mission and vision of the IIJ. Under the supervision of the Executive Secretary and in coordination with the Director of Administration and Outreach, the Director will be responsible for the following duties.

Main duties and responsibilities:

- Provide strategic leadership and direction for the IIJ Academic Unit.
- Ensure the integration and alignment of AU activities, processes, and strategic plans with the broader goals of the IIJ, in coordination with senior IIJ staff.
- Actively participate in senior staff meetings, contributing to the overall direction of the IIJ.
- Oversee the management of the AU in accordance with the IIJ's vision and strategic objectives.
- Lead the development and implementation of programmatic plans and curriculum for the AU.
- Ensure effective enrolment in AU courses, liaising with IIJ Member States as necessary.
- Develop and execute a research agenda that aligns with IIJ objectives, coordinating with internal and external stakeholders.
- Oversee the monitoring and evaluation of AU programmes, ensuring alignment with IIJ standards and goals.
- Coordinate the timely planning and organization of AU courses in collaboration with the IIJ team.

- Ensure effective communication strategies for AU programmes, working closely with the IJJ team.
- Contribute to and maintain external partnerships to advance the AU's strategy, ensuring alignment with the overall IJJ objectives through coordination with the Executive Secretary, the Director of Administration and Outreach, and other senior staff.
- Maintain an ongoing understanding of the status of all AU activities, monitoring programme implementation to ensure adherence to IJJ policies, contractual obligations, and grant commitments.
- Liaise between the AU team and the Director of Administration and Outreach to ensure compliant and effective use of grant funds.
- Collaborate on the development of new programmes, including directing the preparation of grant proposals to secure resources that expand the IJJ's programmatic portfolio and contribute to its sustainability.
- Contribute to IJJ work products led by other units, as required.
- Provide expert advice and lectures at IJJ events, both internally and externally, adopting a hands-on, supportive approach to IJJ initiatives.
- Represent the IJJ at external events, in line with agreed priorities and focus areas, as directed by the Executive Secretary and in coordination with the Director of Administration and Outreach.
- Serve as an accessible resource to all members of the IJJ team engaged in implementing donor grants.

Qualifications and skills:

- Advanced university degree (Master's degree or equivalent) in law, criminal law, international law or related field.
- Fluency in English and French (both oral and written) is required. Knowledge of Arabic is desirable.
- IT literacy (MS Office).

General professional experience:

Required

- A minimum of **15** years of progressively responsible experience in the field of criminal justice, counter-terrorism and/or human rights.
- A minimum of **10** years of experience in the field of counter-terrorism and human rights.
- Proven managerial experience at a senior level.
- Proven professional experience in project management.
- Proven professional experience in building and developing partnerships with governmental and non-governmental organisations.

Highly desirable

- Experience working on counter-terrorism and human rights issues relating to the IJJ's traditional geographic focus.
- Experience working in a multi-cultural environment.
- Experience in managing and implementing grants.

Deadline for Applications

All interested applicants meeting the above stated criteria and qualifications should submit a cover letter and resume/CV by **21/05/2026** to the IJJ Executive Secretariat at **HR@THEIJ.ORG** clearly stating "AU – DR26" in the subject line.