



## **Coalition for the International Criminal Court (CICC) Secretariat Secretariat Director**

**Closing date:** Sunday 17 September 2023. Applications will be reviewed on a rolling basis.

**Location:** To be determined.

**Type:** Full-time (38 hours a week). Fixed-term 12-month renewable employment contract.

**Starting date:** October/November 2023.

**Remuneration range:** 85.000-100.000 EUR Gross per annum.

### **About this role**

The Coalition for the International Criminal Court is the world's largest civil society partnership advancing the global fight against impunity for serious international crimes. Its membership and work are facilitated by its Secretariat, with staff in New York, The Hague, and Brussels. Through Coalition advocacy and leveraging expertise across our network to support the justice goals of member organizations, we are advancing victims' access to justice and connecting the global movement of justice advocates. You can learn more about us at <http://www.coalitionfortheicc.org/> or on our social media ([Twitter](#), [Facebook](#), and [LinkedIn](#)).

The Secretariat of the Coalition for the International Criminal Court seeks a passionate senior executive to join its team. The Director will oversee all administrative, managerial, and financial functions of the Secretariat. We are looking for an individual with extensive experience in leadership and management of an international non-governmental organization.

### **Responsibilities**

#### **Leadership**

- Lead the implementation of the Coalition Secretariat operations and mission;
- Facilitate and oversee the development of the (multi-)annual strategic and operational plans of the Secretariat their execution;
- Assure that the Coalition Secretariat and its work are consistently presented in a strong, positive image to the public, key stakeholders, and partners.

#### **Human Resources**

- Manage human resources, including support to staff to maintain alignment with the organization's strategic goals and mission, overseeing recruitment, staff professional development and performance;
- Oversee and ensure compliance with human resource policies and practices.

#### **Fundraising**

- Expand and oversee the implementation of the CICC fundraising and resource mobilisation strategy;
- Lead on maintaining and developing new donor relationships and reporting;

### **Financial management**

- Oversee the financial management of the Secretariat by managing its budgets, spending, and compliance to ensure fiscal integrity;
- Drive the development of the annual budget, as well as budget planning and implementation.

### **Governance**

- Oversee and implement monitoring, evaluation, accountability, and learning (MEAL) for the CICC Secretariat;
- Drive the expansion of operational tools and processes, including strengthening the CICC Secretariat's security and risk management by developing specific policies and protocols;
- Lead on informing, consulting and advising the CICC Steering Committee on programmatic input of the CICC Secretariat's functioning and on the CICC governance;
- Oversee the effective communication with the host organisation.

### **Experience and qualifications requested**

- Commitment to the mandate of the Coalition for the ICC.
- A Bachelor's or Master's degree in a relevant area such as Law, Social Sciences, Human Rights, Development Studies, International Relations or other.
- At least ten years of (senior) management experience with demonstrable knowledge of leadership and management principles and practices relevant to international non-profit organisations.
- Solid experience in fundraising and donor relations. This includes managing large donor-funded projects, including budgeting, financial management, audits and MEAL
- Excellent interpersonal, negotiation, networking and communication skills;
- Demonstrated experience in developing a constructive, positive, and safe work-place culture;
- Knowledge of security frameworks and procedures.
- Native or full professional proficiency in written and oral English, and in French or Spanish.

### **How to apply**

Please send the following by midnight CET on 17 September 2023:

- A curriculum-vitae;
- A one-page cover letter; and
- Names and contact details of three references.

Apply **via email** to [hr@coalitionfortheicc.org](mailto:hr@coalitionfortheicc.org) with the subject "CICC Secretariat Director Application". We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Only short-listed individuals will be invited for an interview.