

Coalition for the International Criminal Court
Vacancy Announcement: CICC Secretariat Director

Background

The Coalition for the International Criminal Court (CICC) is a global membership network of civil society organizations around the world advocating for a fair, effective, and independent International Criminal Court (ICC). Through a core commitment to the rule of law and justice, the CICC is focused on results and long-term systemic change in the fight for global justice for war crimes, crimes against humanity and genocide. The CICC's 26-year track record has yielded a unique role and standing at the ICC, the Assembly of States Parties to the Rome Statute (ASP), with governments around the world as well as other relevant stakeholders, representing real partnership between political structures and civil society that is largely unprecedented at the global level.

The CICC's work is facilitated by the CICC Secretariat. To ensure maximum engagement and participation, particularly of members from ICC situation and preliminary examination countries, as well as members from the global south, the CICC Secretariat has a critical role to play in ensuring members are well informed, have the full opportunity to participate in joint advocacy strategies to amplify shared messages, in addition to their own advocacy, and to ensure adequate interpretation and translation. The CICC Secretariat's work further includes: empowering, amplifying and representing civil society voices in key discussions and processes within the broad Rome Statute system, including with court actors and within government diplomacy; creating opportunities for consultation and dialogue between stakeholders and NGO member organizations; supporting member organizations around the globe in strategizing and developing advocacy; ensuring wide dissemination of relevant updates to member organizations; maintain access of civil society to ICC and ASP structures, among other initiatives to support strong civil society participation - especially from the global south - in the Rome Statute system.

As of 1 July 2021, hosting responsibilities of the CICC Secretariat have been transitioned to a consortium of CICC members led by Women's Initiatives for Gender Justice (WIGJ). At the same time, discussions and consultations are ongoing regarding the overall governance of the Coalition including the possibility of the CICC Secretariat being housed as an independent organization. As a temporary host, WIGJ ensures the administrative and logistical transition and provides oversight to the transition process.

This is a **full-time** position for a period of **six months**. Applications close on **31 August 2021**.

Main tasks and responsibilities

- Overseeing the administration of the Secretariat, including human resources issues;
- Overseeing the strategic plan of the Secretariat and its implementation;
- Representing the CICC in meetings with ICC and ASP representatives, and in other relevant fora;
- Facilitating regular meetings with and between Secretariat staff;
- Effectively communicating to the host organisation, Acting Convenor and the Steering Committee all information necessary for making informed decisions on the functioning of the Secretariat;
- Supporting the host organisation with fundraising efforts and financial management, including reporting to donors; and
- Supporting the Steering Committee with governance matters.

The Secretariat Director reports to the host organisation.

Qualifications and experience

- University degree required and advanced university degree preferred in international development, project management, international relations, social science, law or another related field;
- 7-10 years of professional experience relevant to this post, including demonstrated managerial experience;
- Transparent and high integrity leadership;
- Solid organizational abilities, including high level strategic thinking, planning, and delegating;
- Excellent communication skills and effective interpersonal skills, with the proven ability to establish and maintain positive working relationships;
- Familiarity with the field of international justice and the work of the International Criminal Court;
- Attention to accuracy and detail with demonstrated ability to work and multitask well under pressure regarding deadlines, workload, and unexpected developments; and
- Active fundraising experience and strong financial management skills, including budget preparation, analysis, decision making and reporting.

Language skills

Professional working proficiency in English.

Conditions

This is a full-time consultancy post (32-40 hours a week) for a period of six months. Women's Initiatives for Gender Justice will be engaging the consultant as an independent contractor, and the consultant will be liable for any relevant taxes owed. The start date would be 15 September 2021 or shortly thereafter, in consultation with the successful candidate. Remuneration will be commensurate with the candidate's experience. Remote working is possible.

How to apply

Please send the following by **31 August, 13:00** (The Hague time):

- A curriculum vitae;
- A one-page cover letter describing your relevant experience and suitability for the post; and
- Names and contact details of three references.

Apply **via email** to hr@4genderjustice.org with the subject 'CICC Secretariat Director Application'.

Women's Initiatives is committed to creating a diverse environment and is 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. No phone calls or email enquiries please.