

## VACANCY

**Position:** Programs Officer  
**Duty station:** The Hague, The Netherlands or New York, U.S.A.  
**Salary:** Commensurate to experience and duty station  
**Eligibility:** Must be eligible to work in duty station (The Netherlands or U.S.A.)

**Starting Date:** Preferably May 2020

**Deadline:** 16 March 2020

### POSITION AND PROFILE

The World Federalist Movement - Institute for Global Policy (WFM-IGP) is recruiting a Programs Officer for our office in New York or The Hague. The Programs Officer will primarily support the Senior Programs Officer in developing, implementing, and evaluating goals, strategies, and projects to prevent atrocities, including through our International Coalition for the Responsibility to Protect (ICRtoP) Program. The position-holder will also contribute to our international justice, atrocity prevention, good governance, and other human rights projects.

The ideal candidate is a lawyer who has strong knowledge of and experience in international law, namely international human rights law, international humanitarian law, and international criminal law. The selected person has excellent research and analytical skills as well as the ability to convey legal and non-legal concepts to technical, laypeople, and media audiences. In addition, the ideal candidate has excellent and cross-cultural interpersonal skills and experience conducting advocacy, including at the United Nations. This person is also familiar with project-based planning processes and has experience managing projects, including in developing countries.

### WORKING RELATIONSHIPS

**Reports to:** Senior Programs Officer (New York)

**Other key internal relationships:** WFM-IGP's Management Team (The Hague and New York), Communications Team (The Hague), Development Team (The Hague)

**Key external relationships:** Steering Committee of the ICRtoP, Steering Group of the Global Action Against Mass Atrocity Crimes (GAMAAC), NGO Working Group on the Security Council, Coalition for the International Criminal Court (CICC), key stakeholders among the UN, regional treaty bodies, civil society organizations (CSOs), and academia

### MAIN RESPONSIBILITIES

#### Project Development and Management

- Undertake project activities, such as planning, budgeting, executing, monitoring, evaluating, reporting, and administrative tasks;
- Develop and maintain strong relationships with local partners in Africa, Latin America, and/or the MENA region, including by providing substantive input, facilitating their participation in key events in New York and internationally, and gathering information necessary for evaluations and grant reporting;
- Support strategic litigation initiatives before international, regional, and national courts;
- Develop and draft project funding proposals and progress reports;

- Provide substantive input to funding proposals and reports and assist with relevant fundraising efforts;
- Coordinate logistics (hotel, travel, catering, meeting supplies, etc.) for key events in New York and internationally; and
- Supervise interns.

### **Strategic Outreach**

- Develop and maintain relationships with key partners and stakeholders in the atrocity prevention and international criminal justice spaces, including ICRtoP Members, and ensure effective collaboration towards achieving our goals;
- Represent WFM-IGP in bilateral and multilateral meetings and events, including with governments, UN officials, CSOs, and ICRtoP Members;
- Share information and coordinate with ICRtoP Members and other key groups, including by reporting on developments and organizing consultations with NGOs, briefings for government representatives, and meetings with UN officials;
- Develop and implement strategies to grow the number and effectiveness of the ICRtoP and other bodies working on atrocity prevention; and
- Support seminars in New York and/or The Hague on relevant atrocity prevention, international justice, business and human rights, and good governance issues.

### **Research and Strategic Communications**

- Monitor key developments and undertake strategic research and advocacy;
- Undertake research and publish compelling outputs on relevant transnational challenges and solutions;
- Develop a communications strategy for the ICRtoP, in collaboration with our Communications Team;
- Undertake media and strategic communications activities and initiatives to advance our goals;
- Help maintain and update the WFM-IGP and ICRtoP websites including with commentaries, blog posts, and events;
- Solicit articles and updates to publish in a monthly ICRtoP newsletter; and
- Manage ICRtoP's social media accounts, including Twitter and Facebook.

## **QUALIFICATIONS**

### **Legal Qualifications and Competencies**

- Law degree and 3–5 years of post-qualification experience;
- Must be licensed to practice law in a jurisdiction or be eligible for admission at the time of hiring (must be admitted within one year of hiring);
- Litigation experience at the national, regional, and/or international level preferred;
- Excellent knowledge of international human rights law, international humanitarian law, and international criminal law; and
- Knowledge of the Responsibility to Protect norm and of atrocity prevention more generally.

### **Experience**

- Experience writing legal memoranda, reports, submissions to UN and regional treaty bodies, targeted recommendations, press releases, and op-eds;
- Experience in public speaking, including to high-level officials and the media;
- Experience conducting advocacy at a national, regional, or international level;
- Experience using project-based planning processes;

- Experience of developing, budgeting, and implementing projects involving international partners, including in developing countries;
- Demonstrated experience working with CSOs and other stakeholders internationally, including in developing countries; and
- Experience working remotely with colleagues and partners in different time zones.

#### Skills

- Fluency in written and spoken English required;
- Proficiency in other UN official languages, preferably French and/or Arabic, and willingness to achieve written and spoken fluency are a significant advantage;
- Excellent legal and non-legal writing skills; and
- Excellent oral advocacy skills.

#### EMPLOYMENT TERMS

- Full-time contract for 1 year (renewable);
- Frequent travel between Europe and the U.S.A. and to other locations; and
- Competitive benefits package.

#### APPLICATION PROCEDURE

Please apply by 16 March 2020 by emailing to [HR@wfm-igp.org](mailto:HR@wfm-igp.org) the following:

1. Cover letter (2-pages maximum), indicating your earliest possible start date and your eligibility to work in The Netherlands or the U.S.A.;
2. CV (3-pages maximum); and
3. Contact information of three professional references.

Please use the subject line: **[Your first and last name]: Programs Officer**

Short-listed candidates will be invited for a telephone/Skype or an in-person interview. Only short-listed candidates will be contacted.

WFM-IGP is an equal opportunity/affirmative action employer strongly committed to hiring and retaining a diverse staff. Women and persons of minority backgrounds are strongly encouraged to apply.

#### ABOUT WFM-IGP

WFM-IGP, founded in 1947, is a non-profit, non-partisan organization committed to the realization of global peace and justice through the development of democratic institutions and the application of international law. WFM-IGP includes a comprehensive set of programs that work to protect civilians from mass atrocities, increase access to justice, facilitate transparency in governance, and promote the rule of law. We work in partnership with the United Nations, governments, and other international and regional institutions around the globe—as well as with thousands of committed individuals and world leaders—to strengthen multilateral frameworks and approaches in order to effectively address transnational challenges. WFM-IGP is a 501(c)(3) non-profit organization in the United States, a registered Stichting (charitable foundation) in The Netherlands, and has ECOSOC Consultative Status with the United Nations.