Secretariat Director

Closing date: 3 June 2022
Location: Remote office, candidates with working hours that overlap with The Hague preferred
Type: Consultancy
Time commitment: Full time (32-40 hours/week); Fixed-term of six months, renewal possible; start date to be determined in consultation with the successful candidate.
Consultancy fee: Remuneration will be commensurate with the candidate’s experience and internal equity at the Coalition Secretariat.

About this role

The Coalition for the International Criminal Court seeks a Secretariat Director to guide its work in support of a global network dedicated to championing justice for serious international crimes. The Secretariat Director will lead a dynamic, multinational team, advance a vision and mission for the Secretariat, carry out fundraising responsibilities, support the Coalition’s Steering Committee and Acting Convenor, and oversee the Secretariat’s strategic plan and its implementation. The position reports to the Women’s Initiatives for Gender Justice, as the Secretariat’s host.

About Us

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. We champion a universal, fair, effective, and independent International Criminal Court and effective national proceedings through the broader Rome Statute system. Through Coalition advocacy campaigns 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.

The Coalition is facilitated by its Secretariat and hosted by the Women’s Initiatives for Gender Justice. To learn more about us, find us on Twitter @ngos4justice or online, at www.coalitionfortheicc.org.

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 Coalition in meetings with International Criminal Court and Assembly of States Parties 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. Working proficiency in a second language, including French or Spanish, is an asset.

Conditions

This is a full-time consultancy post (32-40 hours a week) for a period of six months, with the possibility of renewal. 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 determined 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 3 June, 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@coalitionfortheicc.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.