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## VACANCY

**Position:** Senior Programs Officer

**Location:** New York, United States of America

**Starting date:** 1 July 2019

**Deadline for Applications:** May 20 2019

The World Federalist Movement-Institute for Global Policy (WFM-IGP) is recruiting for a Senior Programs Officer to be based in New York, United States of America.

### About WFM-IGP

WFM-IGP works to advance a mission of peace, prosperity, and security for all. The organization advocates for a rules-based world without mass atrocity crimes and for justice for victims of serious crimes under international law. WFM-IGP works with governments and thousands of committed individuals for the reform and strengthening of the United Nations system and other multilateral treaty bodies. It also serves as a hub of information and collective action on a range of multilateral issues, including on international justice and on the development of progressive norms of international law.

WFM-IGP has offices in The Hague, The Netherlands and New York, USA. It also has ECOSOC consultative status with the United Nations. WFM-IGP currently houses and oversees numerous programs, including: the Coalition for the International Criminal Court (CICC); the International Coalition for the Responsibility to Protect (ICRtoP); and the International Democratic Governance (IDG) program. For more information about WFM-IGP, please visit our website: [www.wfm-igp.org](http://www.wfm-igp.org)

### POSITION

The Senior Programs Officer will head WFM-IGP's New York office and will lead the development, implementation and evaluation of the organization's advocacy goals and strategies targeting treaty bodies such as the United Nations and international accountability and justice mechanisms. S/he will lead WFM-IGP's International Coalition for the Responsibility to Protect program, the International Democratic Governance Program and will be required to contribute to the strengthening of WFM-IGP's International Justice work. The Senior Programs Officer will prioritize strategies aimed at (a) preventing mass atrocity crimes – including through the promotion of the Responsibility to Protect norm; and (b) ending impunity for serious crimes under international law through standard-setting, individual accountability, and the strengthening of domestic and international accountability legal frameworks and mechanisms.

### PROFILE

The ideal candidate will have experience of undertaking intergovernmental advocacy, including at the United Nations. S/he will have obtained a professional qualification to practice law in at least one jurisdiction and have experience in the practice of law. S/he will have substantial knowledge of and experience in the application of international law, including international human rights law, humanitarian law and international criminal law. S/he will have experience of managing people, including at a distance; excellent analytical skills; good interpersonal and organisational skills; and excellent communication and capacity building skills. The ideal candidate will also have excellent media and external representational skills, as well as experience of planning, organizing and prioritizing work under pressure and to deadlines.

## **WORKING RELATIONSHIPS**

**Reporting to:** Director – Programs.

**Posts that this job manages:** Officers, associates and others as delegated.

**Other key relationships:** Executive Director; Manager – Finance, Operations and Human Resources; Communications and Development/Fundraising teams; Steering Committee – International Coalition for the Responsibility to Protect; and key stakeholders within the UN, regional treaty bodies, NGOs and academia.

## **RESPONSIBILITIES**

The responsibilities of the **Senior Programs Officer** include but are not limited to:

### **Strategy development and Implementation**

- Develop and implement SMART Strategies to advance the organization’s Goals on preventing mass atrocity crimes and ensuring effective accountability frameworks and mechanisms for serious crimes under international law;
- Develop and lead on projects and activities, including undertaking standard-setting and related political and legal advocacy before different UN, multilateral and regional treaty bodies and international accountability mechanisms;
- Develop and lead on strategic litigation initiatives before international, regional and national courts:
  - a) ensuring high quality legal research, communications and litigation pleadings;
  - b) effective coordination with pro bono counsel; and
  - c) maintaining a robust case management system.

### **Strategic Outreach**

- Develop a comprehensive database and map of relevant and strategic players at key treaty bodies and implement an effective key stakeholder engagement program;
- Develop and maintain relationships with key partners and stakeholders and ensure effective collaboration in the development of advocacy Goals and Strategies;
- Represent WFM-IGP and the Secretariat at appropriate fora, including with NGOs, governments, UN officials as well as the International Coalition for the Responsibility to Protect (ICRtoP), NGO Working Group on the Security Council and the Global Action Against Mass Atrocity Crimes; and
- Ensure effective information-sharing and timely coordination with members of the ICRtoP, including reporting on developments and organizing consultations with NGOs, briefings for states representatives, and meetings with UN officials.

### **Media and Strategic Communications**

- Undertake media and strategic communications activities and initiatives to advance WFM-IGP’s Goals and Strategies;
- Oversee the maintenance and updating of the ICR2P and other websites (posting commentaries and blog articles) and publication of the ICRtoP’s newsletter; and
- Oversee ICRtoP’s social media, including through posting on Facebook and Twitter accounts.

### **Management**

- Oversee the coordination of logistics (hotel, travel, catering, meeting supplies) for key events in New York and internationally;
- Provide substantive input to funding proposals and reports and assist with relevant fundraising efforts;

- Supervise Officers, associates and other staff as delegated and represent the organization in New York as Head of Office.

### **QUALIFICATIONS AND EXPERIENCE**

- At least 6 years post-qualification experience and licensed to practice law through bar membership or the equivalent;
- Proficiency in international law and litigation at a national, regional, or international level, focusing in particular on international criminal law, international human rights law and international humanitarian law;
- Experience in conducting advocacy at a national, regional, or international level a distinct advantage;
- Knowledgeable about the Responsibility to Protect principle and efforts to firmly establish it as a norm of international law;
- Experience working with NGOs and other stakeholders internationally, including in developing countries;
- Demonstrated excellence in legal drafting and editing, as well as in non-legal drafting;
- Experience in public speaking to a variety of audiences, including high-level officials and the media;
- Fluency in written and oral English, and proficiency in other UN official languages are an advantage;
- Experience of managing, mentoring and supporting a team, particularly advocacy and legal staff, ideally in an international NGO environment;
- Experience of developing, budgeting, and implementing complex treaty body and legal advocacy projects involving international partners;
- Legal and personal ability to work in the United States of America.

### **TERMS**

- Initial full-time contract for 1 year, renewable;
- Frequent travel to Europe and other locations
- Competitive salary commensurate with experience;
- Benefits include 20 days paid vacation annually.

### **APPLICATION PROCEDURE**

Please apply by **20 May 2019** by sending a cover letter and CV by email to [\*\*HR@wfm-igp.org\*\*](mailto:HR@wfm-igp.org) with the subject header: “[*First and last name*] – *Senior Programs Officer*”.

Please include the names and contact information of three (3) professional references and indicate your earliest possible start date. Please also specify whether you are authorised to work in the United States.

Applications will be reviewed on a rolling basis and we encourage you to send your applications early. Only short-listed candidates will be contacted.

NO phone inquiries please.

WFM-IGP is an equal opportunity/affirmative action employer strongly committed to hiring and retaining diverse and internationally representative staff.