

Programme Manager

Deadline 13 May, 2015

The Women's Initiatives for Gender Justice is an international women's human rights organisation that advocates for accountability for sexual and gender-based crimes through the International Criminal Court (ICC) and domestic mechanisms including through the participation of women in peace building and formal peace negotiation processes. The organisation works with women most affected by the armed conflict situations under investigation by the ICC.

The organisation has extensive country-based programmes in collaboration with local partners in four priority countries - Uganda, the Democratic Republic of the Congo (DRC), Sudan, and Libya. The organisation has offices in The Hague (the Netherlands), Kampala and Amolatar (Uganda) and Focal Points in eastern DRC and Sudan. The location of the **Programme Manager** is negotiable with a preference to be located in The Hague or Africa. The Programme Manager must have the ability to travel to represent the organisation and for meetings with programme staff, partners and stakeholders in the priority countries. If not based in The Hague, s/he will be required to travel to The Hague for meetings with staff and stakeholders.

The organisation is seeking to appoint a highly experienced **Programme Manager**. **Applications close 13 May**. This position is part of a small, dynamic, global team.

More details about the organisation can be found at www.iccwomen.org

Duties and Responsibilities

The Programme Manager will provide strategic and programmatic oversight for development and implementation of our strategic initiatives and programmes. The Programme Manager is a member of the management team and reports to the Executive Director. The duties of this post include, *inter alia*, the following:

Management

- Oversee all aspects of programme implementation and operations.
- Oversee all aspects of programme-related communication and publications in liaison with the Communication Associate.
- Oversee and coordinate key aspects of the organisation's strategic events.
- Oversee and/or manage programme quality control including but not limited to development and implementation of annual work plans for direct reports in relation to the current multi-year strategic plan.
- Supervise programme officers and associates, technical consultants and related assignments in the programme areas.
- Responsible for implementing the monitoring and evaluation framework in relation to programme activities.
- Responsible for the preparation of programme reports to donors and for Board meetings.
- Responsible for managing programme partnerships.



Programming and Administration Support

- Oversee and manage the recruitment of programme staff, consultants and interns.
- Oversee implementation of the performance appraisal and evaluation system for direct reports.
- Design and develop programme cycle management and quality control for programme areas.

Resource Mobilization and Management

- Strategically identify funding sources that align with the goals of the Women's Initiatives for current and future programming.
- Work closely with the Executive Director in the development of donor proposals and reports including on occasion assignments as lead technical writer.
- Assist the Executive Director with managing donor relations.
- Manage the budget development process for programme streams, and prioritise and monitor expenditures in relation to programme activities.
- Liaise with the Finance and Administration Teams on administrative, human resources and financial aspects relevant to direct reports and programming.

External Relations/ Partnership

- Assist the Executive Director with managing stakeholders and partnerships.
- Provide representation at public events relevant to the organisation's work and mandate.

Qualifications and Experience

- University degree required and advanced university degree preferred in international development, project management, public health, gender studies, social science, law or other related field.
- Overall, 10-15 years of experience in programme design and delivery in relevant fields including within an NGO.
- 5-10 years of progressively responsible experience in staff management and leadership roles with at least 5 years of experience in mid-senior level management positions including experience in leading organisation-wide planning processes, monitoring and evaluation systems, managing programme design and implementation, and personnel practices.
- A proven track record of high level performance.
- Prior experience leading troubleshooting and strengthening country operations in complex and politically charged situations with multiple partners.
- Proven experience in working with grassroots organisations and networks.
- Proven track record in fundraising and proposal writing.
- Strong experience coordinating donor reports.
- Strong communication, negotiation and public relations skills requiring political acumen and diplomacy coupled with clarity.
- Familiarity with international guidelines and standards for programme planning.



- Experience working in a developing country – preferably in countries in conflict and/or post-conflict.
- Proven skills developing and implementing strategic plans;
- Willingness and ability to travel without impediments.
- Self motivated and hard-working with the ability to meet deadlines.
- Flexibility and initiative, demonstrated ability to be proactive and resourceful.
- Demonstrated senior experience managing staff and ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Personal qualities of integrity, credibility, and a strong commitment to the mission of the Women’s Initiatives for Gender Justice.

Knowledge of Languages

Excellence in written and spoken English is essential. Knowledge of either French and/or Arabic would be considered an asset, but is not required.

Remuneration

This is a full time post with a competitive NGO salary package and entitlements.

How to apply:

Please send:

- A curriculum vitae
- A one-two page cover letter describing your relevant experience and suitability for the post
- The names and contact details of three referees

Apply to: Human Resources

Subject line: **Programme Manager**

hr@iccwomen.org

Only short-listed individuals will be invited for an interview. No phone calls please related to this announcement.

