

Fellow for the Americas

The Coalition for the International Criminal Court (CICC) is a network of over 2,500 civil society organizations from around the world, working together to establish a fair, effective and independent International Criminal Court (ICC). The ICC is the first permanent Court with the mandate to bring to justice individuals who commit the most serious violations of international criminal law, namely genocide, crimes against humanity and war crimes. For further information about the Court and the work of the Coalition, visit our website at www.coalitionfortheicc.org

Job Description:

The CICC seeks a full-time Fellow for the Americas section of its International Secretariat, based in Lima, Peru.

The Fellow will provide assistance and support to the Coalition's Americas Coordinator, working actively in CICC campaigns in the region, with the aim to promote ratification and implementation of the Rome Statute, engage civil society in the ICC process nationally and internationally, and increase awareness and support for international justice in the region.

Responsibilities:

The responsibilities of the Americas Fellow will include but are not limited to supporting the ICC campaigns at the national and regional levels in the following ways:

- Ensuring the flow of information about the CICC to interested NGOs and members of the public.
- Carrying out research related to International Criminal Law and Human Rights, and monitoring human rights issues in the region, particularly but not exclusively with regards to the International Criminal Court
- Drafting letters, Press Releases, Aide Memoires and other documents as requested by the Regional Coordinator and the Director of Regional Programs.
- Liaising with the Regional Coordinator and the Spanish Communications Officer with regards to translation of relevant documents, including press releases, articles, legal memos, etc. into Spanish or English. Supporting media outreach efforts including strengthening contacts with journalists.
- Assisting with the timely distribution of printed materials and other resources for seminars and other events.
- Suggesting posting of relevant information in various listservs and updating the website, in

coordination with the Regional Coordinator and the Spanish Communications Officer.

- Supporting the Regional Coordinator in missions and outreach.
- Assisting Regional Coordinators with all necessary procedures in order to support local activities proposed by NGOs.
- Assistance with the organization/logistics of special events including the Assembly of States Parties meetings and Regional Strategy meetings.
- Assisting the Regional Coordinator in general administrative tasks such as the creation of payment orders, managing the regional budget, and other general office work.
- Communicating regularly with the Regional Program Assistant (in New York) to keep her informed of events and activities in the region.

Qualifications:

- Bachelor Degree preferred, ideally with a concentration in Law, International Relations or Latin American Studies/ Political Science. Substantial coursework in International Law, Human Rights, International Affairs or related field required.
- Previous internships in these fields highly recommendable. Professional training (more than 1 year) in these fields an asset.
- Completely bilingual in Spanish and English. Please be advised that a native level of proficiency in Spanish is required for this position.
- Knowledge of the history, politics, and culture of the Americas
- Excellent research, writing and communication skills, both in English and in Spanish.
- Strong analytical skills and ability to take initiative, attention to detail, creativity, and ability to independently organize and prioritize several ongoing projects under the supervision of the Regional Coordinator and the Director of Regional Programs.
- While the position is based in Lima, there may be some interaction with high level diplomats, government officials and representatives of intergovernmental and non-governmental organizations across the region, over the phone/ email. Tact, diplomacy, confidence and professionalism in these interactions is a must.
- Cultural sensitivity and experience in collaborating with non-governmental organizations. Experience with and knowledge of the United Nations system and the Organization of American States is an asset.
- Knowledge of additional language/s (French, Portuguese) would be an asset.

- Ability to work with Microsoft Office (Word, Excel, Power-point), Internet Search engines, LEXIS- NEXIS.

Terms and Opportunities:

- Opportunity to play a key role in the historic movement to campaign for the world's first permanent International Criminal Court;
- Opportunity to learn about the role of NGOs in promoting international law;
- Opportunity to work with leading human rights organizations around the world and especially in the Americas;
- Opportunity to collaborate with governments and intergovernmental organizations, including the United Nations, the ICRC, and the ICC.
- Salary: comparable to other Lima-based NGO fellowships
- Start date: as soon as possible.
- Please note that this is a 1 year fellowship

How to Apply:

Interested candidates should send:

- A curriculum vitae;
- A cover letter stating your interest in the fellowship program with the CICC and summarizing your candidacy;
- Three references (name, title, affiliation and phone number)

Please email or fax applications to:

Ms. Michelle Reyes, Regional Coordinator, Americas
Coalition for the International Criminal Court
Fax: +1 (212) 599-1332
E-Mail: reyes@coalitionfortheicc.org

Include your first and last name, the fellowship title (Americas Fellow) and the date of submission in the subject line of your email or fax cover sheet.

Applications must be received by January 31st, 2013, and will be reviewed on a rolling basis.

Note that ONLY those candidates selected for interview will be notified. No phone calls, please.

The CICC is an equal opportunity/affirmative action employer strongly committed to hiring and retaining a diverse and internationally representative.