

**JOB ANNOUNCEMENT**

**REGIONAL PROGRAM ASSISTANT – SPECIAL FOCUS ON AFRICA  
NEW YORK, NY, USA**

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**Starting date: 1 August 2012**  
**Application deadline: 30 May 2012**

The Coalition for the International Criminal Court (CICC) is a global network of more than 2,500 civil society organizations in 150 countries advocating for a fair, effective and independent International Criminal Court (ICC) and improved access to justice for victims of genocide, war crimes and crimes against humanity. The ICC is the first permanent international criminal court with the mandate to bring to justice individuals who commit the most serious violations of international humanitarian 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](http://www.coalitionfortheicc.org).

**POSITION:**

The Program Assistant for the Coalition's Regional Program will work closely with and under the supervision of the Director of Regional Programs (DRP). S/he will assist the DRP in all aspects of the regional section's work, including providing certain support functions for all the regional staff and consultants (currently 12), as directed by the DRP. The Program Assistant will also have specific support and coordination functions for the Africa team, as described below.

**RESPONSIBILITIES:** The responsibilities of the Program Assistant will include but are not limited to:

***Provide coordination support for DRP in the following (inter alia) section-wide initiatives:***

- Coordinating the universal ratification campaign, including timely selection of countries of focus with wide consultation, and timely launching of campaign on the 1<sup>st</sup> of the month;
- Ensuring timely completion and compilation of work plans, budgets, reports, proposals; input to publications and other requests by regional teams and other sections; and when relevant, input/editing of various material (e.g. letters, articles, publications, etc);
- Maintaining an overview of developments in order to streamline the Coalition's funding reporting/proposal process;
- Managing and maintaining the "Civil Society at Work" section of the Coalition's homepage as well as the Flickr collection by uploading photos and highlighting relevant events (e.g. staff missions, members' events, etc);
- Updating materials such as the ratification/implementation charts, PowerPoint presentations, etc on an ongoing basis;
- Coordinating the semester-end and year-end reporting on local activities and the regional section's missions and local activities budget;
- Ensuring up to date contacts for key members and input into Raiser's Edge;
- Administrative tasks such as updating staff calendar for all section missions/leaves.

### ***ASP preparations:***

- Making logistical arrangements in preparation for the annual Assembly of States Parties (ASP), any resumed sessions, and the ICC-NGO bi-annual meetings;
- Ensuring visas, plane tickets, and all logistical arrangements for regional participants that the Coalition invites are completed and purchased;
- Updating, editing, and printing materials for distribution to members at the ASP;
- Preparing multimedia presentations for the ASP and regional conferences as needed;
- Ensuring all necessary forms relating to financial expenses for the ASP are completed in an accurate and timely manner;
- Maintaining the regional participants' budget and various expenses/reimbursements to submit to the Finance department for audit purposes;
- Assisting with organizing CICC side meetings and logistical preparations for such meetings.

### ***Provide specific support to Africa section***

- Ensuring DRP has bi-weekly meetings with the African team;
- Acting as a central link between regional offices and the International Secretariat by keeping colleagues informed about developments on the ICC and other relevant events such as conferences and high level regional summits taking place in Africa;
- Providing administrative support to the Africa team as needed;
- Maintaining the African team's local activities and missions budget;
- Coordinating team consultations on local activities to determine which to approve;
- Assisting in the implementation of priorities and programs in the region, including support for missions (travel arrangements and administrative tasks, updating government and NGO contacts in databases) and outreach;
- Assisting with all necessary procedures in order to support local activities proposed by NGOs;
- Collaborating with the team in identifying experts and participants for regional conferences and other ICC-related events. Providing administrative support to facilitate participation of regional experts and participants;
- Assisting with timely distribution of printed materials and other resources for seminars and other events;
- Translating/making summaries from English to French and French to English;
- Ensuring timely completion and posting of pre-mission and post-mission memos;
- Assisting on logistical preparations of bi-annual regional strategy meetings.

### ***Research, writing and editing:***

- Researching developments regarding ratification and implementation of the Rome Statute by country/region, as needed;
- Drafting advocacy and outreach letters and/or e-mails;
- Editing mission reports, newsletter updates, and other materials as needed.

### **TERMS AND OPPORTUNITIES:**

- Opportunity to learn about the work of the ICC and United Nations, the role of non-governmental organizations (NGOs) in relation to the ICC and U.N., the work of international NGOs as well as NGOs based in all regions of the world, and the functioning of an international coalition;

- The Program Assistant will have a pass to the U.N. and will be encouraged to attend events and meetings, as well as to take on additional responsibilities to suit his/her interests and skills;
- The CICC offers a generous benefits package;
- Salary range: commensurate with experience;
- Must have valid United States working permit.

**QUALIFICATIONS:**

- Candidates must hold a Bachelor of Arts (BA) degree in a relevant field. Candidates must be interested in international human rights and humanitarian law;
- Ideal candidate will have near native-level fluency in English and French;
- Background knowledge of the International Criminal Court and some expertise with African region issues preferred;
- Some experience with non-profit networking and membership outreach beneficial;
- Interest in working with NGOs on the ground and experience in regional work or area studies;
- Must be organized and have excellent attention to detail;
- Able to handle confidential information appropriately;
- Able to work independently with minimal supervision, as well as in a team environment;
- Skilled at prioritizing and completing multiple tasks;
- Computer skills, including database experience and comfort using Microsoft Excel and Raiser's Edge would be strong assets.

**HOW TO APPLY:**

Interested candidates should send:

- A curriculum vitae;
- A cover letter stating your interest in working with the CICC and summarizing your suitability for the position;
- Three references (name, title, affiliation and phone number).

**Please apply as soon as possible.** Include your first and last name, the job title (Program Associate), and the date of submission in the subject line. Applications will be accepted until 30 May 2012 and will be reviewed on a rolling basis.

Please indicate where you learned of this job posting.

**Please email or fax applications to** the Coalition for the International Criminal Court:

Fax: +1 (212) 599-1332

E-Mail: [jobs@coalitionfortheicc.org](mailto:jobs@coalitionfortheicc.org)

***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 staff.