

Outreach Liaison for Latin America and the Caribbean (LAC) and Asia and the Pacific

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 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.iccnw.org.

Job Description:

The CICC seeks a full-time Outreach Liaison for Latin America and the Caribbean (LAC) and Asia and the Pacific for its International Secretariat based in New York. The Outreach Liaison will provide support and direction for the CICC campaigns in LAC and Asia/Pacific 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. The primary area of responsibility of the OL will center on LAC; however, he or she will also be required to regularly monitor and support the campaign in Asia and the Pacific. The position is supervised by the Director of Regional Programs under the overall supervision of the CICC Program Director and Convenor.

Responsibilities:

The responsibilities of the Outreach Liaison position 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.
- Engaging in targeted outreach to civil society organizations and individuals, including NGOs, bar associations, universities, journalists and others to encourage their membership in CICC where relevant and their participation in related activities and programs.
- Acting as a central link between regional offices and the International Secretariat; keeping colleagues informed about ICC-related developments and other relevant issues such as conferences and regional summits.
- Conducting missions to countries in the relevant regions to develop targeted campaigns with civil society, meet with government officials, speak at conferences, and develop closer ties with academics, professionals, diplomats and others.
- In coordination with the Regional Coordinators, serving as a liaison between national members and CICC Secretariat staff and others to ensure the strengthening of campaign goals.
- Translating documents, including press releases, articles, legal memos, etc. into Spanish or English.
- 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.
- Assisting Regional Coordinators in the implementation of priorities and programs in the region, including support for missions and outreach.

- Assisting Regional Coordinators with all necessary procedures in order to support local activities proposed by NGOs.
- Collaborating with Regional Coordinators in identifying experts and participants for regional conferences and other ICC-related events.
- Assisting with the coordination of outreach to new constituencies, such as women's groups, children's groups and human rights organization networks.
- Supporting media outreach efforts including strengthening contacts with journalists and developing new resource materials to reflect developments and ongoing discussions/concerns.
- Assistance with the organization/logistics of special events including the Assembly of States Parties meetings and Regional Strategy meetings.

Qualifications:

- Master's Degree preferred, ideally with a concentration in Area Studies, International Relations, Law, Political Science or a related field. Bachelor's Degree required, with substantial coursework in International Affairs or related field.
- Bilingual in Spanish and English. Please be advised that a native level of proficiency in Spanish is required for this position.
- Training in international law or human rights.
- Knowledge of the history, politics, and culture of the Latin American and Caribbean region. Knowledge and understanding of the Asia and Pacific region is very useful but not required.
- Excellent research, writing and communication skills.
- 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 Regional Coordinators and the Director of Regional Programs.
- Tact, diplomacy, confidence and professionalism in interactions with high level diplomats, government officials and representatives of intergovernmental and non-governmental organizations. Advocacy experience is an asset.
- Cultural sensitivity and experience in collaborating with non-governmental organizations around the world. Experience with the United Nations system and the Organization of American States is an asset.
- Recent employment or internship experience with organizations working in human rights/international law/UN/similar fields.
- Knowledge of additional language/s (French, Portuguese, Chinese, Hindi) 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 LAC and Asia/Pacific region; opportunity to collaborate with governments and intergovernmental organizations, including the United Nations, the Red Cross, and the ICC.

- Some travel required, to the ICC in the Netherlands, and advocacy missions twice a year to the region.
- Salary: comparable to other NY based NGOs.
- Excellent health-care package, employer-contributed retirement plan and 4 weeks vacation annually.
- Start date: as soon as possible.

How to Apply:

Interested candidates should send *in English*:

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

Please email or fax applications to:

Brigitte Hamadey, Program and Membership Outreach Associate

Coalition for the International Criminal Court

Fax: +1 (212) 599-1332

E-Mail: jobs@iccnow.org

Include your first and last name, the job title (Outreach Liaison – LAC and Asia/Pacific) and the date of submission in the subject line of your email or fax cover sheet. **Applications must be received by March 20, 2009 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 staff.