

The NGO Coalition for the International Criminal Court (CICC) is looking to fill the following position in its office in The Hague, the Netherlands:

Director for Hague Office and Senior Legal Advisor/Head of Legal Section

The Coalition for the International Criminal Court (CICC or the Coalition) is a network of over 2,500 civil society organizations in 150 countries, working together to ensure 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 genocide, crimes against humanity and war crimes. The CICC is a project of the World Federalist Movement (WFM-IGP). For further information about the Court and the work of the Coalition, visit our website at www.coalitionfortheicc.org.

Vacancy:

The Coalition seeks an experienced manager with international law background to head up its international secretariat in The Hague. This person also oversees the CICC Secretariat's Legal Section (divided between The Hague and New York). Under the guidance of the CICC Convenor and the CICC Programme Director (in NY) the Director oversees the day-to-day running of the Hague Office, provides direction to the Legal Section and participates in the senior management structure of the CICC. The Director constitutes the permanent CICC representative vis-à-vis the ICC, the diplomatic community in The Hague and the Dutch government. The Director also supports CICC publications and communications tools with editorial advice. This is a full-time position to start in the second quarter of 2010.

Main responsibilities:

- To ensure that the Legal Section and the Hague Office of the CICC Secretariat perform effectively and smoothly in order to fulfill the objectives of the CICC.
- To ensure coordination, research and support to CICC Member Teams and Working Groups;
- To ensure that the CICC monitoring activities (of the ICC and its Assembly) are well reflected in CICC communication tools and adequately communicated to CICC members and the public;
- To establish and maintain constructive relationships with ICC officials, government representatives, Dutch authorities and other stakeholders in The Hague.
- To manage advocacy actions, campaigns and projects of the Coalition as they relate to The Hague Office or the Legal Section;
- To advise on legal and institutional issues relating to the functioning of the ICC and its Assembly of States Parties;
- To ensure smooth operations of the CICC in The Hague, including the organisation of a number of regular and ad hoc NGO meetings, varying in size and format.
- To ensure the CICC office in The Hague remains a hospitable central hub for CICC members visiting The Hague.

Main tasks and activities – specific to Head of Hague Office

- Manages 5 staff and volunteers of The Hague Office and one person based in NY
- Coordinates the day-to-day functioning of The Hague Office;
- Provides oversight in terms of finances and human resources, etc;

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A FAIR, EFFECTIVE, AND INDEPENDENT INTERNATIONAL CRIMINAL COURT.**

Steering Committee: Amnesty International (AI), Asian Forum for Human Rights and Development (FORUM-ASIA), Asociación Pro Derechos Humanos (APRODEH), Civil Resource Development and Documentation Centre (CIRDDOC-Nigeria), Comisión Andina de Juristas (CAJ), Fédération Internationale des Ligues des Droits de l'Homme (FIDH), Human Rights First (HRF), Human Rights Network- Uganda (HUNU), Human Rights Watch (HRW), No Peace Without Justice (NPWJ), Parliamentarians for Global Action (PGA), The Redress Trust (REDRESS), Women's Initiatives for Gender Justice, and World Federalist Movement (WFM).

- Serves as representative for CICC/WFM in terms of contractual obligations;
- Oversees CICC activities/events/meetings in The Hague;
- Oversees Hague related logistical arrangements around the ASP when taking place in TH, including liaising with the ASP Secretariat.
- Other legal, administrative and coordinating duties as assigned.

Competence, skills and motivation

- Degree in law and post-graduate degree in law or other relevant discipline;
- At least 5-8 years of relevant full-time professional experience;
- Extensive knowledge of, and support for, the Rome Statute system and understanding of International Criminal Law;
- Strong communication, coordination and networking skills;
- Strong management skills;
- Understanding of the United Nations system;
- Ability to establish and maintain effective working relationships with people of diverse professional, national and cultural backgrounds;
- Motivation to work for a Secretariat providing services to a network of non-profit organisations;
- Strong analytical skills and ability to conduct comprehensive legal research;
- Outstanding oral advocacy and writing skills;
- Experience with civil society organisations and coalitions, preferably with the CICC
- Experience interacting with ICC or ASP
- Fluency in both of the Courts' official languages highly desirable (French and English); English required (other languages are seen as assets);
- Ability to work under pressure of time and urgent deadlines;
- Attention to detail and ability to work independently while managing multiple projects simultaneously;
- Affinity with the CICC's goals and objectivities;
- Ability to establish priorities and to plan and monitor own and others' work plans;
- Sound judgment in applying legal and political expertise to resolve a range of issues/problems.

Terms and Opportunities:

- We offer a paid full-time (40hr/week) contract under Dutch law.
- Opportunity to work in an enthusiastic, small and young international team, part of a large international secretariat and a global network.
- Competitive salary and benefits; salary commensurate with experience;
- Opportunity to be involved in the development of the Rome Statute system, at a crucial moment where the first trials are just starting and the Review Conference is about to take place.
- Opportunity to learn the role of non-governmental organizations (NGOs) in relation to the ICC, the work of international NGOs as well as local NGOs based in all regions of the world, and the functioning of an international coalition.
- Possibility to participate in a collective pension scheme based on 2/3 employer's contribution.

**How to Apply:**

In order to apply for this position, please send, in English, **by February 15, 2010** (applications will be reviewed as they are received and the CICC / WFM reserves the right to interview candidates prior to February 15, 2010):

- * A cover letter describing why you are interested in the Coalition for the ICC; summarizing your suitability for the position;
- * A curriculum vitae;
- * Three references (name, email and phone number).
- * Include your first and last name, the job title, and the date of submission in the subject line.

by e-mail to: jobs@coalitionfortheicc.org

No phone call inquires, please. Receipt of applications will be confirmed only by the application deadline.

We are an equal opportunity/affirmative action employer strongly committed to hiring and retaining a diverse and internationally representative staff.