

Vacancy: Programme Director



Commencement: July 2020
Reports to: Executive Director
Works closely with: Programme Director, Finance Director, Fundraising Director, NY Directors, programme managers and officers
Location: Geneva, Switzerland, with some international travel
Hours: 80-100%
Salary band: CHF 7,700 – CHF 8,800 (at 100%)
Applications close: 27 April 2020

Purpose and position overview

The International Service for Human Rights supports human rights defenders, strengthens laws and systems for their protection, and contributes to a safe and enabling environment for their vital work at the national, regional and international levels. We do this through an integrated suite of activities including training, capacity building, advocacy, legislative and policy development, strategic litigation, campaigns, and coalition building and coordination.

Together with another Programme Director – and working closely with senior programme, finance, fundraising, communications and campaign staff – this position has overall responsibility for the planning, coordination, evaluation and enhancement of ISHR's programmatic activities.

The position will also involve:

- Managing one or more of ISHR's priority programmes: the Business and Human Rights Defender Programme and other such programmes as may be determined in accordance with ISHR's Strategic Framework from time to time
- Managing and providing advice and support to other relevant programme staff
- Representing ISHR at a senior level
- Managing major grants or projects which involve multiple programmes
- Being ISHR's senior designated risk officer
- Participating as a member of ISHR's Senior Management Team
- Such other tasks as may be requested or delegated by the Executive Director

Key responsibilities

1. Programme planning, monitoring, evaluation, learning and coordination

- Further develop and implement systems, and work with other programme staff, to ensure that all ISHR programmes and activities respond to the priorities and needs of human rights defenders and align with ISHR's strategy and theory of change
- Further develop and implement ISHR's programme planning, management, evaluation and learning capabilities and systems
- Promote and facilitate coordination, collaboration and learning between programmes, including between Geneva and New York
- Work with fundraising and programme staff to identify funding priorities and develop proposals
- Prepare and monitor progress against an annual activity plan, in conjunction with the fundraising and finance teams

- Manage or coordinate major grants or projects which involve multiple programmes, including the preparation or coordination of timely report to donors

2. Business and human rights defender programme

- Take overall responsibility for the development, planning, implementation, monitoring and evaluation of ISHR's programme on business and human rights defenders
- Partner and consult with defenders working on issues of business and human rights, corporate accountability, and land and environment rights to identify their priorities and needs
- Informed by these partnerships and consultations, design and implement activities that are relevant, effective, impactful, sustainable and aligned with the programmatic theory of change
- Develop and strengthen relationships and partnerships with key stakeholders working in the field of business and human rights defenders, including within civil society, the business sector, the UN, governments and trade unions
- Co-facilitate the Business Network on Civic Freedoms and Human Rights Defenders
- Work with the Executive Director, fundraising and finance staff to identify, obtain and responsibly and sustainably manage resources for the programme

3. Programme supervision and support

- Manage and provide advice and support to other programme staff, including the HRC Programme Manager, the HRCnet Coordinator, and (together with the other Programme Director) the Training and Advocacy Support Manager, and the Programme Officer
- Represent ISHR at a senior level, including in association with the UN Office of the High Commissioner for Human Rights and the UN Human Rights Council
- Support and contribute to other ISHR programmes and major activities, including the Human Rights Defender Advocacy Programme

4. Other

- Discharge duties as ISHR's senior designated risk officer, with overall responsibility for implementation of policies on holistic and digital security, and maintenance of an organisational risk register and risk assessment process
- Contribute to the development and effective implementation of ISHR policies
- Lead and contribute to the development and implementation of work methods and systems which enable greater efficiency or collaboration
- Prepare reports and provide briefings to the ISHR Board as requested by the Board or Director
- All such other things as may be reasonably requested from time to time or as may be necessary to the functioning of a lean, dynamic, flexible and efficient NGO.

This position description reflects the needs of ISHR as they are currently identified. It is inherent to the position that it will evolve over time to reflect and best respond to ISHR's changing needs and priorities.

Qualifications, skills and experience

It is highly desirable that the applicant has or can demonstrate a combination of the following qualifications, skills and experience:

- Experience working with human rights defenders
- Experience in strategic and activity planning
- Experience in the design, management, implementation and evaluation of human rights or humanitarian programmes

- Experience in the design, innovation and implementation of systems which contribute to greater programmatic or operational efficiency, collaboration, effectiveness or sustainability
- Experience advocating for human rights at the national, regional or international levels
- Experience in building and managing high performing, collaborative and dynamic teams
- Experience in securing and responsibly managing financial resources and budgets
- A degree in human rights, law, international relations, public policy or other relevant field
- At least 8 years' professional experience working in human rights or other relevant field
- Strong passion and commitment to human rights
- Outstanding interpersonal skills and the ability to work collaboratively, flexibly and effectively in a dynamic and diverse team
- Proven ability to think and act quickly, creatively and strategically under pressure
- Excellent organisational and administrative skills
- Excellent oral and written communication skills in English, with proficiency in a second UN language an advantage
- Capacity and interest to travel overseas, sometimes at short notice

Equal opportunity

ISHR is an equal opportunity employer and actively seeks a diverse pool of applicants. Accordingly, while this is envisaged as a full-time position, part-time arrangements may be considered.

For candidates outside Switzerland, ISHR may be able to assist successful candidates with obtaining the necessary visas and work permits in accordance with Swiss law.

Privacy Policy

The protection of your privacy is important to ISHR. Your personal data will be processed according to our Privacy Policy, which tells you what we do with your personal data, how they are used, and what your rights are as an individual under the General Data Protection Regulation.

Read our Privacy Policy here: [ishr_data_protection_policy_250518.pdf](#).

Applications

Please complete the [application form](#) uploading a cover letter, curriculum vitae, and a brief example (maximum 2 pages) of a human rights programme or activity for which you've had primary responsibility and its design, implementation, impact and learnings.

Only short-listed candidates will be contacted.