

### **MENA Programme Officer (full time)**

Location: The Hague or MENA location to be determined

**Impunity Watch (IW)** is a non-profit human rights organisation ([www.impunitywatch.org](http://www.impunitywatch.org)) which researches the root causes of impunity for serious crimes under international law, as well as the obstacles to its reduction. IW advocates for the voices of affected individuals and communities to be meaningfully included in the design and implementation of policies that advance victims' rights for truth, justice, reparations, as well as guarantees of non-recurrence. We promote local actors' active involvement in transformation after violence and abuses, and we also support informal initiatives that complement formal transitional justice mechanisms.

#### **The Position**

Impunity Watch is seeking a programme officer to develop and execute its programmes in the Middle East and North Africa (MENA) region which currently focuses on Iraq, Syria and Tunisia. The full-time programme officer will be based in The Hague or in the MENA region in a location to be determined, and will join a broader team which is in charge of the organisation's programming in MENA.

#### **Responsibilities**

- Undertake primary responsibility for developing and implementing programmes and activities in close consultation with the rest of the team
- Coordinate with and provide technical assistance to partner organisations and institutions in the region
- Identify new initiatives and partners to support or work with
- Identify and coordinate with institutions, consultants and experts from MENA and from outside the region
- Draft reports on activities, including recommendations for follow-up
- Generate work plans and new strategies to meet the needs identified in the course of planning and executing projects
- Contribute to the IW's research work through occasional field research, interviews and the drafting of papers
- Contribute to the organisation's advocacy and policy work through outreach and meetings with policymakers, participation in policy events and fora, and media engagement
- Review substantive materials and public documents related to the programme before they are distributed
- Assist with fundraising efforts and liaise with donors including drafting funding proposals and monitoring and reporting on implementation
- Assist finance staff with budget management, grant tracking and financial reporting
- Conduct communication and outreach related work and assist with the development of media material on the programme including for the organisation's website and its social media accounts.
- Perform other tasks assigned by the supervisor that are consistent with the overall position.

### Qualifications

- Bachelor's degree in law, journalism, political or social sciences, or related studies or equivalent experience.
- Fluency in English and Arabic. Proficiency in other languages used in MENA including Kurdish and French is desirable
- The ability and willingness to travel to the region as needed
- A minimum of four years of experience in designing, implementing and managing projects
- Demonstrated knowledge and understanding of human rights and civil society issues as well as transitional justice developments in the MENA region especially in Iraq and Syria
- Experience working on Iraq or Syria is highly desirable
- Experience developing solid working relationships with NGO partners in the region
- Experience working with survivors of violence and human rights abuses is highly desirable
- The capacity to exercise sound judgment in managing relationships with partners and third parties
- The ability to take initiative and to manage multiple tasks in a fast-changing environment
- The ability to work both independently and as part of a diverse and international team
- Excellent oral and written communication skills.

### Our offer

- The opportunity to work with a committed and dedicated team across the world;
- Salary in line with responsibilities and experience and an attractive benefits package;
- Working in an open atmosphere, with personal responsibilities and the freedom to develop your own ideas;
- Job title may be amended to reflect candidate's number of years of experience.

### Application instructions

Do you recognise yourself in this job announcement? Then please submit electronically to [vacancy@impunitywatch.org](mailto:vacancy@impunitywatch.org), in English, the following:

1. Motivation letter that specifically addresses your suitability to perform the job responsibilities details above
2. Your CV

Kindly state "MENA Programme Officer" in the subject header.

### Applications will be reviewed on a rolling basis.

Only those offered interviews will be contacted.

For more information about Impunity Watch, please visit our website: [www.impunitywatch.org](http://www.impunitywatch.org)

No agencies please.