

Senior Research and Policy Coordinator (full time)

Preferred location: The Hague

Impunity Watch (IW) is a non-profit human rights organisation (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 senior research and policy coordinator who will work with the Director of Policy and Research in conceptualising and implementing the organisation's research-based policy initiatives. The full-time coordinator will be preferably based at IW's office in The Hague, and will work closely with country teams overseeing and conducting research on issues identified as policy priorities of the organisation such as victim participation and gender-transformative justice. The senior research and policy coordinator will also devise with IW's team and partners advocacy and outreach strategies to advance policy recommendations drawn from the research. This includes contributing to network building and grassroots mobilisation.

Responsibilities

Research:

- Coordinate and supervise ongoing research programmes and control the quality of research outputs such as the data collected, research reports and policy documents. Current research endeavours include victim participation in transitional justice in light of Sustainable Development Goal 16 among others. Other research projects cover the issue of gender-transformative justice as well as transitional justice politics.
- Draft research frameworks and terms of reference.
- Assist identifying and hiring consultants and researchers for specific projects.
- Supervising internal or external researchers, providing them with guidance and advice, reviewing their work.
- Conduct field research when needed and draft research papers and reports
- Overseeing the finalisation of publications including editing and formatting of papers and reports and their dissemination once completed.
- Identify research needs and opportunities and design new research projects.

Policy work

- Engage with colleagues and partners to draw policy conclusions or recommendations from the produced research and draft or oversee the drafting of necessary documents to disseminate such conclusions, recommendation and lessons learned.
- Work with colleagues and partners to develop advocacy and lobbying strategies to promote policy advice resulting from research.
- Coordinate and organise policy-oriented activities such as conferences, workshops, bilateral meetings to advance policy recommendations and influence policymakers.
- Participate and speak on behalf of the organisation in relevant conferences and forums.
- Work with communication staff and others to develop advocacy and lobbying material for both traditional media and social media.

Grassroots mobilisation

- Assist partners in their efforts to mobilise, organise and advocate for policy change and reform. Assistance includes providing advice, access to policymakers and material support.
- Assist partners in their cross-country and cross-regional efforts to build networks that serve as exchange and advocacy platforms.

Management and other tasks

- Supervise researchers and consultants
- Contribute to the development of programme work plans and organisational strategic plans.
- Contribute to the organisation's development and fundraising efforts including assisting with the drafting of proposal and reporting back to donors.
- Contribute to the work of other programmes when relevant.
- Perform other tasks assigned by supervisor that are consistent with the overall position.

Qualifications

- A master's degree in political or social sciences, law, development, history or related studies or equivalent experience.
- Excellent research and writing skills.
- Demonstrated experience researching and writing on transitional justice or related fields.
- Fluency in writing and speaking English. Proficiency in other languages used by our programmes such as Arabic, French or Spanish is desirable.
- A minimum of four years of experience in conducting and/or overseeing research.
- Demonstrated knowledge and understanding of human rights, politics as well as transitional justice developments. Knowledge of SDGs and understanding of any of the contexts where we work (Africa's Great Lakes, Latin America, MENA or Western Balkans) is desirable
- Experience developing working relationships with civil society partners.
- Experience working with survivors of violence and human rights abuses
- The capacity to exercise sound judgment in managing relationships with partners and third parties.
- Excellent interpersonal skills.
- The ability to take initiative and to manage multiple tasks.
- The ability to work both independently and as part of a diverse and international team.
- Excellent oral and written communication skills.
- The ability and willingness to travel as needed.

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, in English, the following:

1. Motivation letter that specifically addresses your suitability to perform the job responsibilities details above
2. Your CV
3. Unedited English language writing sample (or link to such a sample)
4. A list of two references

Kindly state "Senior Research and Policy Coordinator" 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

No agencies please.