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## IBA's Human Rights Institute (IBAHRI) Programme Lawyer (MENA region)

The International Bar Association (IBA) is a global federation of lawyers, Law Societies and Bar Associations which works to influence the development of international law reform and shape the future of the legal profession. Its 200 Membership Organisations and 80,000 individual members cover all continents. The IBA's Human Rights Institute (IBAHRI) was established in 1995 and works across the association, and works through the legal profession, helping to promote, protect and enforce human rights under a just rule of law, and to preserve the independence of the judiciary and legal profession worldwide.

The IBAHRI works by sending fact-finding missions worldwide leading to long-term technical assistance programmes in partnership with Bar Associations and Law Societies; sending trial observers; supporting amicus briefs; intervening by making representations to domestic and international authorities worldwide; organising human rights training for lawyers and judges; liaising closely with international and regional human rights organisations, and producing newsletters and other publications.

### Reporting to the IBAHRI Director, the IBAHRI Programme Lawyer's duties include:

#### Project Management:

- Designing HRI's strategy for the MENA region, in agreement with HRI Director;
- Developing and maintaining relations with donors, draft project proposals and secure funding for each project in liaison with the Grants coordinator.
- Designing, managing and implementing appropriate projects including, but not limited to, two projects with a budget of more than £0.5M;
- Drafting terms of reference for consultants and trial observers, supervising and managing their day to day work;
- In liaison with HRI's Programme administrators, identifying logistical needs for implementing activities and overseeing their arrangement;
- Managing budgets and monitoring expenditure within agreed budget limits; overseeing grant administration for each project and reporting to donors;
- Monitoring and evaluating projects implemented in MENA.
- Liaising with relevant IGOs and NGOs;
- In liaison with security manager, reviewing and approving Risk Assessments; conducting due diligence for logistical matters (hotels, transport etc); and reporting and responding to risks and crisis while in country;
- Managing the involvement of IBA members and other legal experts, including external consultants, in the delivery of HRI projects.

#### Technical and legal assistance:

- Providing technical assistance as needed to legal professionals in MENA and other relevant stakeholders;
- Undertaking, managing and commissioning relevant legal research;

#### Networking:

- Enhancing and strengthening HRI's regional and thematic network in MENA, establishing and maintaining relations with key stakeholders (state institutions, international organisations, local NGOs, universities, other experts) in MENA;

#### Communication:

- Drafting press releases, reports, briefings and articles to promote HRI's objectives and specific programmes in MENA;
- Drafting posts and articles for IBAHRI's social media and website for activities in MENA;

#### Salary:

#### Programme Lawyer:

Up to £35,000,  
depending on  
experience.

#### How to apply

If you would like to  
apply, please send your  
CV with a covering letter  
(stating where you saw  
the advertisement) by

**10 January 2019** to:

International Bar  
Association  
4<sup>th</sup> Floor  
10 St Bride Street,  
London

EC4A 4AD

Email: [recruitment@int-bar.org](mailto:recruitment@int-bar.org)

**Representation:**

- Representing HRI in the field and internationally to governments, judicial and legal communities, IGOs, NGOs, media and donors, including at a senior level, to enhance impact of HRI programmes;
- Representing HRI at specialized conferences and forums;

**Qualifications, knowledge and experience:** Applications are invited from candidates with:

- post-graduate qualification in law; preferably in human rights and/or international criminal law
- at least three to five years of practical legal experience, with experience managing human rights projects and training programmes;
- experience practicing international criminal law; field experience in rule of law projects preferred;
- experience in project management and fundraising;
- experience in report writing and project administration;
- strong analytical and writing skills, including the ability to write concisely and under pressure;
- confident communication skills;
- fluent written and spoken English **and either French or Arabic**;
- demonstrated flexibility and versatility who are able to contribute to and work well in a team; demonstrated innovative approaches and ability to multi-task;
- willingness to travel;
- relevant experience in MENA region preferred.

The position will be located at the IBA's London office, and will involve frequent overseas travel.

**Such candidates would be expected to have:**

- All the relevant knowledge and experience required for either position as outlined above, plus:
- Significant higher level experience in the relevant areas with extensive depth and breadth of knowledge;
- Demonstrated experience in managing consultants;
- A higher degree in a relevant discipline.

The closing dates for receipt of applications is **10 January 2019**.

Shortlisted candidates must be available for interview either in person in London or via Skype in the week commencing **15 January 2019**.