
Vacancy Announcement

Title: **Senior Program Coordinator-MENA**
Category: **Consultant/Affiliate Contract, Internationally Recruited**
Duty Station: **Rome, Italy**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law. To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

BACKGROUND AND THE POSITION

IDLO has been working in the Middle East and North Africa (MENA) region, including Egypt, Jordan, Kuwait, Lebanon, Morocco and Tunisia, since its establishment in 1983, identifying legal capacity gaps, training the judiciary, supporting civil society and assisting with building and reforming the justice sector.

To-date, IDLO has provided tailored training and technical assistance to thousands of lawyers, judges and jurists throughout the region and has contributed to strengthening sustainable institutions. Its strong reputation and regional expertise have allowed IDLO to develop viable and collaborative partnerships with institutions and civil society.

IDLO is looking to expand its programs in the MENA region to strengthen rule of law and access to justice.

Under the direct supervision of the Director, Programs, and in close collaboration with the Program Development Department, the Senior Program Coordinator, MENA region is responsible for the development and implementation of innovative and complex programs, and acts as a focal point for information flow between the relevant program teams in the field and Headquarters for the Middle East and North Africa (MENA) Region. The incumbent coordinates and reports on program status and progress and communicates these internally to IDLO and/or to respective stakeholders, as needed. In addition, the incumbent will perform the following duties:

- Undertake and document needs assessments and scoping missions, utilizing functional tools such as SWOT Analysis, stakeholder and legal analyses, data collection, and others with the aim to design new projects for IDLO;
- Design country, regional or thematic results-based project proposals in line with IDLO's strategic plan, in line with institutional practices, processes and procedures, and utilizing standardized program cycle management tools, such as logical models and frameworks, work plans, monitoring reports, and others;
- Assess upon request and within a reasonable timeframe on likelihood of success for IDLO in pursuing a call for proposals;

- Review program evaluation framework and provide guidance and recommendations for improvement of program development tools and procedures;
- Proactively identify partnership and funding opportunities for the Organization and promote IDLO's strategic vision among partner organizations, agencies, and/or donors;
- Undertake and document needs-assessments with respective country partners and beneficiaries, including local community stakeholders and other entities;
- Oversee the design of implementation plans in specific local areas and within regional programs covering the thematic work of IDLO by means of standardized program cycle management tools, logic models and frameworks, work plans, monitoring reports, and others;
- Manage collaboration with the Support Services for the necessary assistance and resources required for effective program development and implementation, especially with Human Resources, Finance, and Procurement;
- Manage both the human and financial resources linked to project implementation (i.e. program coordinators, contractors, budgeting, etc.);
- Coordinate within IDLO and other partner organizations as necessary to achieve benchmarks at each stage of program delivery for the respective work concerned (depending on the thematic focus);
- Ensure the timely monitoring and evaluation of programs, outputs, benchmarks, and milestones; develop and manage program evaluation plans; oversee the preparation and dissemination of timely monitoring reports according to relevant monitoring templates;
- Provide policy guidance and recommendations for improvement of various legal systems and institutions related to the specific program and geographic regions concerned;
- Contribute to the development of research and policy related issues for IDLO programs in the assigned region, in cooperation with other interested parties;
- Effectively lead staff by providing clear direction, addressing staff development, and performance management through ongoing dialogue, feedback, and mentoring; encourage initiative and maintain effective working relationships within a multi-cultural setting;
- Provide active assistance and support in working with external stakeholders and donors to maintain or enhance existing relationships to the benefit of the Organization, as well as to actively participate in advancing new donor and stakeholder partnerships; provide input to relevant institutional and project websites.

IDEAL CANDIDATE PROFILE

Education

- Minimum of a university degree in: law, social science, development studies or a related field is required.

Experience

- Minimum of seven years of significant professional experience in program development and rule of law program implementation in an international setting (IGO, international NGO), including demonstrated track record of project/program management;
- Experience with program design catering to program requirements of two or more major donors is desirable;
- Extensive working experience in the MENA region reflecting a very good understanding of the challenges and opportunities regarding rule of law and development in the region.

Languages

- Fluent oral and professional writing skills in English and Arabic are essential. Working knowledge of French will be advantageous.

Specific Knowledge / Skills / Competencies

- Solid experience in and ability to lead strategic planning, results-based management, program reporting and methodologies;
- Sound knowledge of program proposal design and budgeting process; Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Ability to manage and lead teams /stakeholders effectively;
- Demonstrated ability to effectively use computer and Microsoft office programs;
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Organization;
- Ability to work in a multi-cultural environment with sound understanding and capability to empower and develop the capacity of counterparts;
- Team player, self-motivated and initiative taking, dedicated, creative, resourceful, flexible, energetic with sound judgment;
- Capacity to work under pressure, manage stress and adapt to rapidly evolving situations;
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- Available to travel and conduct missions including potential unstable work environments.

COMPENSATION AND BENEFITS

The annual salary level for this consultancy/affiliate, internationally recruited, position is in the range of Euro €65,000 to a level commensurate with qualifications and experience, plus additional admissible benefits.

HOW TO APPLY

All interested applicants are encouraged to apply via our website www.idlo.int/jobs and submit the completed IDLO Personal History Form (PHF), resume and cover letter.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this work. This is not an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline: **October 25, 2017 (23:59hrs Rome time).**

