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| BASIC INFORMATION | |
| **Job title** | **Program Officer for Centre for International Law and Policy in Africa (CILPA)** |
| **Location** | **Freetown, with occasional travels upcountry** |
| **Reports to** | **Founding President of the CILPA and the Executive Director of CARL** |
| **Deadline for application** | **16th October 2020** |

**Vacancy Announcement 28th September 2020**

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| **Role Definition** |
| The Center for International Law and Policy in Africa (CILPA), which is a new non-governmental organization based in Freetown, aims to become one of the leading think tanks on issues of public and private international law as well as African Union law and policy in Africa.  CILPA, which operates on a non-partisan basis and is temporarily hosted by the Center for Accountability and Rule of Law (CARL) Sierra Leone, seeks a full-time Program Officer to help establish itself on the ground in Sierra Leone. Specifically, the Program Officer will be responsible for assisting with the development of the relevant policies and programs of the new organization. Toward that end, the Program Officer will conduct original research and policy analysis using international law frameworks; organize convenings, symposia, and roundtables with national, African and international leaders, scholars, and practitioners and other key stakeholders on issues related to international law and African Union law; and represent CILPA at relevant events, conferences and convenings in the law, justice and rule of law sector in Sierra Leone.  As a new entity, dedicated to excellence, the founding Program Director will play a critical role in ensuring that CILPA is able to situate itself on the ground in Sierra Leone, adopt the relevant policies and liaise with our partner CARL and establish networks in the non-profit think tank sector by leveraging its fundraising and research for maximum impact and influence at the national and regional levels; collaborate with senior local and foreign researchers on the development of projects and research; and manage grant funded projects and help to identify funding opportunities with the view to creating a CILPA portfolio of Foundation, donor and government supporters and partners focusing on the legal/justice sector.  The ideal candidate for this one-year contract person, which will be renewed based on outstanding performance and subject to availability of funding, is an original thinker with lots of self-motivation, who is dynamic, forward-thinking, experienced, and a collaborative researcher and leader. He or she will be an innovative and respected legal scholar/practitioner with excellent legal writing and editing skills. The successful candidate will possess deep knowledge and experience with diverse areas of international law as well as its methodological frameworks and approaches. The person will also know how to analyze international legal issues using these frameworks and have experience with translating high-level research for broad audiences through op-eds, blogs, policy and other reports, briefing papers, or other similar mediums. S/he will be a proven fundraiser with a strong interest in the intersections of international legal research, policy, and practice.  The position is full-time and the successful candidate will report to the Founding President of the CILPA under whose direction s/he will work and the Executive Director of CARL Sierra Leone who will provide daily work supervision. |

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| **Key Outcomes** |
| **Duties and Responsibilities**   1. **Policy Development**  * **Take a leadership role in developing relevant human resources and other policies and procedures.** * **Working with consultants, help develop organizational manuals and strategy documents based on best practices the think tank sector and the goals of CILPA.**  1. **Research Strategy, Vision, and Leadership**  * Develop and implement a cohesive research and policy program focused on issues of international and African Union law in Africa. * Identify and assess emerging research gaps in the field and potential innovations and funding and other opportunities for CILPA. * Represent CIPLA at high-level convenings, conferences and meetings. * Nurture and expand existing funding relationships and cultivate new sources.  1. **Research Experience**  * Ability to perform advanced, complex research on issues and developing, programing, and fielding online surveys; and conducting interviews and focus groups. * Familiarity and experience conducting research and/or policy analysis on issues related to international and African Union law and policy. * Experience with legal research tools and Third World and other critical approaches to international law. * Experience using and integrating multiple international law frameworks and analysis in research study designs, written reports, and briefs; and * Ability to write high quality project proposals, working papers, reports and presentations based on strong research and analysis.  1. **Program and Research Management**  * Strong program and project management skills, and ability to manage multiple deadlines and competing demands. * Ability to oversee the overall execution of CILPA research projects and publications including major reports, briefs, government testimony, regulatory comments, data analysis, infographics and other visuals focused on issues of international and African Union law. * Experience managing junior and mid-level level research and program staff. * Fundraise and manage donor relationships including writing proposals and grant reports. * Work with communications staff to initiate policy campaigns and efforts on key issues and priorities. * Coordinate research content and report releases with the other CILPA programs as they are established; and * Organize convenings, symposia, and roundtables with national leaders, scholars, and practitioners and other key stakeholders on issues related to international law and African Union law.  1. **Other Professional and Personal Qualities**  * Excellent writing and verbal communications skills, including presentation skills. * A strong existing network – the candidate will be known and respected in the research community, bringing existing relationships that will facilitate expansion of our research and policy work. * Proven track record of effectively interacting with diverse stakeholders including executives, researchers, practitioners, policy and advocacy organizations, public officials, and Boards of Directors. * Superior problem-solving, managerial, and interpersonal skills. * Ability to work strategically and collaboratively across the organization including with CILPA partners. * Effective, versatile, and action oriented. * Excellent competence in using technology, including the full Microsoft Office suite, video-conferencing and other platforms, etc.; and * Ability to work well independently, under pressure with tight deadlines and to balance multiple priorities. |

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| Relationships | |
| External | Establish and maintain a wide network of external contacts, NGOs and research institutions/consultants to enable the research of creative ideas and opportunities for collaboration and to achieve results. Maintain relationships with Clients and donor partners, other NGOs, media networks, Private Consultancy and Knowledge Sector, alongside government agencies. |
| Internal | Report to the Executive Director – Centre for Accountability and Rule of Law and, or the Founding President of the CILPA; maintain a close liaison with various CILPA teams, the media, among others. |
| **Decision-making:** | |
| Under the supervision of the Executive Director, the role has significant decision-making authority around strategic decision-making areas on project implementation and overall performance. Working collaboratively with the Executive Director and other partners, the post holder will make decisions relating to the delivery of the project, including monitoring and assessment, responding to risks, when and where necessary. | |

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| **Education and Experience** |
| * An LL.M. or equivalent experience/expertise in any area of international law or a combination of the LL.B. degree plus work experience from a related field (e.g., political science, public policy, international relations, development studies, etc.) may be acceptable. * 3-5+ years related experience managing high-level projects and programs ideally in a think tank or non-profit sector setting. |
| **Non-Discrimination and Equal Opportunity Policy** |
| * CILPA is an equal opportunity employer. We will consider applicants without regard to race, color, religion, gender, national origin, political affiliation, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. |
| **Salary/Benefits** |
| * CILPA will provide a competitive salary and a generous benefits package. A gross salary of SLL230,400,000.00 per annum is guaranteed plus benefits. |
| **Mode of Application:** |
| To apply, submit one file including: a cover letter, resume and relevant writing sample to [cilpasierraleone@gmail.com](mailto:cilpasierraleone@gmail.com) and copy [info@carl-sl.org](mailto:info@carl-sl.org).  Please indicate the position you are applying for in the subject line of the email. Applications will be accepted until Friday, 16th October 2020 |

Further details of specific tasks and duties will be agreed with the Executive Director – CARL, and the Founding President of the CILPA as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

The post holder will be required to abide by the Personnel Conduct policy and all other policies and procedures of Centre for Accountability and Rule of Law/CILPA, especially the Safeguarding Policy.

**Only shortlisted applicants will be contacted for further assessment.**