

## Job Announcement

### Programs Officer

#### About the Global Center

At the Global Center on Cooperative Security, we believe that policies that protect society are best informed by the people most directly impacted. We work with changemakers around the world who are committed to addressing the root causes of violent extremism and promoting and protecting human rights in counterterrorism efforts.

We work with a global network of civil society, government, and multilateral partners to:

- *address the inequalities, injustices and abuses that undermine peace and security by promoting transparent and accountable institutions;*
- *foster multidisciplinary partnerships to ensure that those impacted by conflict and insecurity inform measures to address their root causes; and,*
- *identify synergies between related fields of research, spotlight promising practices, track threats to peace and security and analyse their root causes.*

We are looking to diversify the geographic presence of our team which is currently based in New York, Washington, London, Brussels, and Nairobi by recruiting a candidate who is passionate about human rights, views communities as central stakeholders in the justice and security sectors, and is a skilled project manager.

Join us as we build partnerships for a more just and secure world.

#### Position Summary

The Global Center on Cooperative Security is recruiting a Programs Officer to join its team. Reporting to the Head of Program Design, Monitoring and Evaluation, and working in coordination with colleagues addressing cross-cutting thematic and geographic programs, the successful candidate has a demonstrated passion for promoting and protecting human rights, is committed to community-centered approaches to justice and security, and is a skilled project manager.

The Programs Officer will be responsible for supporting the design, management, and implementation of projects that promote more equitable, rights-based, and accountable engagement between justice and security actors, and communities. Current programs are ongoing in Jordan and the Maldives; candidates from North Africa and the Middle East will be given priority.

The successful candidate will be joining a small, close-knit, multinational team of professionals committed to actively building a more equitable, inclusive, and anti-racist culture in the workplace, in our work, and wider field of practice. The Global Center values open exchange between colleagues and is committed to organizational learning. In this role, you will work with colleagues who have expertise in international human rights law, gender mainstreaming, security sector reform, training and capacity development, and civil society engagement.

### **Role and Responsibilities**

As a member of an international, dynamic, multinational, and multidisciplinary team, the successful candidate will be assigned the following responsibilities:

- Conduct research on human rights abuses, civil liberties and civic space, policing structures and culture, security sector governance, terrorism threats and countering terrorism and violent extremism (CVE) policies.
- Oversee the design, development, and implementation of project workplans, inception phase planning and consultations, and capacity development assistance plans.
- Collaborate with team members, expert-practitioners, project partners, and funders in the development and implementation of program activities.
- Maintain a network of local, regional, and international beneficiaries, experts, partners, and donors from government, community groups, and civil society organizations.
- Organize the administrative and logistical planning of activities, including the preparation of meeting materials, securing venues and equipment, and arranging transportation.
- Develop and implement monitoring and evaluation plans in coordination with the Head of Program Design, Monitoring, and Evaluation and external evaluation consultants.
- Produce rigorous reporting on program developments, experience, lessons learned, challenges, and assess short, medium and long-term results.
- Represent the Global Center to external audiences at human rights, criminal justice, and rule of law-related engagements.
- Collaborate on and assist with organization-wide priorities, including administrative support, research, internal and external meetings, and strategic reviews and evaluations as needed, particularly across other criminal justice and rule of law projects.

### **Minimum Qualifications**

- Proficiency in Arabic *and* English.
- 3-6 years of experience managing the design, development, implementation, monitoring and evaluation of capacity-development programs on related subjects.
- Bachelor (required) or Master (preferred) degree in international relations, security studies, development, human rights, law, criminal justice or related field.

### Knowledge/Experience

- Experience managing or supporting human rights, international security and/or development programs.
- Knowledge of key issues, trends, and good practices in the human rights, security, and development sectors, in particular human rights-based justice and security system governance and reform, community policing, and criminal justice responses to counter terrorism.
- Familiarity with and strong support for community empowerment, anti-oppression frameworks, and rights-based approaches to international justice and security development programming.
- Demonstrable experience employing adult learning practices in curriculum development, training design and facilitation and training activities are desirable.
- Knowledge of or experience in the sub-regions of the Middle East (Jordan in particular), North Africa, and South Asia (Maldives in particular) preferred.

### Other Qualifications

- Ability to work flexible hours and travel abroad on a regular basis when safe and appropriate to do so.
- Ability to manage time and work independently with minimal supervision.
- Ability to develop, engage, and collaborate with a diverse global network of individuals and organizations.
- Ability to adapt to and operate in cross-cultural environments.
- Ability to comfortably receive and provide constructive feedback related to own work and the work of teammates.

### Competencies

- Strong communication and interpersonal skills.
- Excellent research, writing, and proofreading skills.
- Computer skills: the main programs of Microsoft Office suite, Microsoft Word, Excel, PowerPoint, and Outlook; experience tracking and presenting program information in innovative and engaging ways using other software solutions a bonus.

### **Salary and Benefits**

Salary and benefits are commensurate with experience and cost of living calculations based on the candidate's country of residence. A benefits package will be offered in alignment with industry standards in the candidate's country of residence up to and including medical, dental, vision, and life insurance; vacation, personal and sick time; paid parental leave; and retirement saving plan. Other benefits include: flexible work from home arrangements, including a home-office expense subsidy; and dedicated annual professional development fund for each team member.

As an Equal Opportunity Employer, the Global Center is committed to building a team that represents a diversity of backgrounds, perspectives, and skills. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other classification protected under applicable law. All employment is decided on the basis of qualifications, merit, and business need.

**To apply**

Please submit your resume or CV, and cover letter to [JoinOurTeam@globalcenter.org](mailto:JoinOurTeam@globalcenter.org), with the subject line “[Your Name] - Programs Officer”. Applications will be considered on a rolling basis but no later than 1 February 2021. We do not respond to inquiries into the status of submission.