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– CALL FOR APPLICATIONS –
Transitional justice for Women (JISTRAM)

A position as an advisor in project management is available!

Colombia

Positions:	Volunteer project management advisor
Countries:	Bogota (Colombia)
Duration:	One year
Starting date:	January 2020
Working language:	Spanish
Conditions:	The mandates are of a voluntary nature. All costs related to the assignment (food, housing, insurance, airplane tickets) are covered by the program.

The mandate is unaccompanied.

The volunteers must participate in pre-departure training and preparation sessions in ASFC office.

Laywers without borders Canada (LWBC)

Lawyers Without Borders Canada is a non-profit organization whose mission is to defend the human rights of people in vulnerable situations in countries in situation of crisis or weakened through the strengthening of access to justice and legal representation.

Context

Since April 2017, LWBC implements the project « Transitional justice for women » (JISTRAM) which has as its objective that the right to truth, justice and reparation for the victims of serious violations of human rights committed in the context of the armed conflict, in particular women and girls, be respected in the peace process. The project contributes to strengthening Colombian society's trust in transitional justice through the active promotion of inclusive and informed participation of the actors of the civil society in the national dialogue. To achieve this, LWBC supports the implementation of transitional justice mechanisms that respect international law and victims' rights of armed conflict, particularly women and girls and other people in vulnerable situations.

Security

The security of the volunteers and other collaborators is the main concern of LWBC and its partners. Several measures and security protocols are applied by the local personnel, the expatriates, the volunteers and the personnel involved in short-term missions.

The selected candidates will be formed on safety and will have to commit to the respect of the different measures and protocols. Because the activities are executed only if there are sufficient guaranties and if the conditions are optimal, the Consortium can postpone or annul the deployment of the selected volunteers, particularly on security grounds.

Position description

Reporting to the LWBC representative in Colombia and in collaboration with the team of LWBC in Quebec, the Project Management Advisor:

- Conducts reviews and analysis of project proposals submitted by LWBC 's partners under the Strategic Litigation Support Mechanism;
- Advises, assists and mobilizes local partners in monitoring work plans and in the preparation of narrative reports;
- Support documentation, information register and database updates on cases of strategic litigation and legal representation of victims;
- In collaboration with legal counsel and project officers, develop a guide for the assessment of project indicator for strengthening capacities and raising awareness.
- Support the LWBC representative in writing the project narrative reports and the drafting of new proposals;
- Works with project officers to review monthly activity reports and updates the data collection tools;
- In collaboration with legal advisors, participates in the organization of training and awareness-raising on transitional justice and women's rights;
- Responds for the proper use of LWBC personal property and equipment and resources under its responsibility;
- Performs all other related and necessary tasks to achieve results.

Qualifications

- Professional in project management, international studies or law professional with an experience in project management;
- Experience in international cooperation and human rights projects;
- Knowledge and proficiency of results-based management;
- Experience or knowledge of monitoring-evaluation tools;
- Fluency in French and Spanish;
- Ability to work and coordinate with multiple actors and have a sense of diplomacy and a strategic vision;
- Strong teamwork, interpersonal skills and proactive spirit;
- Disposition for flexible work arrangements, working flexible hours and sometimes under pressure;
- Absolute respect for the confidential information.

Assets

- Previous experience in social organizations and human rights
- Knowledge in justice and working in a context of conflict and/or transition
- Experience with vulnerable groups and communities

Eligibility requirements

- Applications for Canadian citizens and permanent residents will be preferred, but other applications may be considered
- Be covered by the health care insurance plan provided by a province or by a private plan;
- Be available to attend a pre-departure training session.

Application process

Interested candidates should submit their application (cover letter and curriculum vitae) in **Spanish** by completing the online form available at the following address: recrutement.pcv@asfcanada.ca. Please make sure to put in the subject of your email: « **Volunteer Project Management – Colombia** ». **Applications will be received until the position is filled.**

We thank every candidate for their interest. However, we will only be contacting the candidates selected for the interviews.