



Job Description

Team Leader/Project Manager

The Center for Justice & Accountability is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

Background

CJA is planning to provide support to the European Union Transitional Justice Facility in the next phase of the facility's work. This support is focused on building on the lessons learnt of previous phases of work done including through the continuation of support to peacebuilding processes in third countries through the provision of short-term policy and technical support in transitional justice and constitution building. The overall objective of this support is expected to provide analysis, research, knowledge management products, sensitization, training or communication material, amongst other things.

Role of the Expert

The Team Leader/Project Manager will manage and coordinate the implementation of the facility's work¹. They will be the main contact point to the contracting authority (European Commission) for operational work including identifying, mobilizing and liaising with non-key experts supporting the work of the facility. They will liaise and report to the Contracting Authority on a regular basis on the activities and will facilitate a fruitful and open dialogue between the stakeholders involved (partner country authorities, civil society, think tanks, EU actors, etc.). The key expert will support and supervise the preparation, implementation, and conclusion of assignments undertaken together with, or by, the Key Expert 2 and Non-Key experts, and the production of outputs related to specific assignments. They will also undertake research and analysis report on topics related to justice in conflict and post-conflict countries. The indicative number of assignments undertaken by the Key Expert shall be between three and five per year. The Team Leader may also be required to undertake missions (indicatively 1-2 per year) to prepare or accompany the implementation of assignments.

Qualifications and skills

- Master's Degree or equivalent diploma in Public Administration, Political and/or Social Sciences, Law or International Relations. In the absence of a university degree, five (5) additional years of general professional experience are required.
- Excellent oral communication and drafting skills in English and French (equivalent to at least C1 level of the Common European Framework of Reference (CERF)).
- Excellent ability to coordinate multi-level tasks, to work under pressure and react at short

¹ Please see Annex 1 for details on the scope of the facility's work.



notice; client-oriented/problem solving attitude.

General professional experience

- A minimum of 10 years post-graduate experience in the field of conflict response, constitution building or transitional justice.
- A minimum of 4 years of field work experience in developing and/or fragile countries, including interacting with international, regional organizations and with civil society organizations, preferably in the field of conflict response and transitional justice.
- A minimum of 3 years of experience in working with (or in cooperation with) EU institutions will be considered an asset, in particular on justice related processes.

Specific professional experience

- At least 5 years of experience in the direct management of at least three projects on transitional justice or constitution building sectors in conflict, transition and post-conflict contexts, preferably in a leading role.
- At least 2 years of experience in provision of capacity building in the field of transitional justice or constitution-building will be considered an asset.

Time Period

The intended start date is 1 September 2025 and the period of implementation of the contract will be 36 months from that date.

How to Apply

Please submit a resume by e-mail to jobs@cja.org. Please reference "Attn: EU TJ" in the subject line of the email. No phone calls, please. We only short-listed candidates will be contacted.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.

This position is contingent on the confirmation of the award

Applications due: April 17, 2025