



Consortium Coordinator (80%) – fixed-term contract

Founded in 2002, TRIAL International is a non-governmental organization fighting impunity for international crimes and supporting victims in their quest for justice. The organization takes an innovative approach to the law, paving the way to justice for survivors of unspeakable suffering. With offices in Geneva, Bosnia-Herzegovina and the Democratic Republic of Congo, TRIAL International provides legal assistance, conducts investigations, litigates cases, develops local capacity, and pushes the human rights agenda forward.

In order to coordinate the implementation of a new EU-funded consortium project “*Addressing the Accountability Gap: Supporting Civil Society in Seeking Remedy Across High-Risk Value Chains*”, we are looking for a motivated, professional **Consortium Coordinator**, a part-time position based in Geneva

The overall mission of this position is to ensure the coordination of a new NGO Consortium on Business and Human Rights which is led by TRIAL International, with two co-applicants (the civil society pillar of ICoCA and OEARSE) and five other NGOs as affiliated entities covering different geographical regions, and to guarantee efficient governance structure as well as relationship with the Consortium donor.

YOUR MISSION

- To establish the Consortium governance structure and processes and implement these with the Steering Committee, technical focal points and manage the relationship with the Donor and external partnerships.
- To support the planning and implementation of activities to ensure they are in line with the Consortium budget, goals, objectives, and deadlines. You will also be responsible for the MEAL plan and processes and for the implementation of the financial support to third parties (FSTP).
- To manage the financial aspects of the Consortium through budget monitoring, implementation of financial procedures, accounting oversight and financial reporting. You will ensure that all partners observe strict compliance of financial procedures.
- To provide relevant trainings and coaching sessions to the applicants and affiliated entities to ensure respect of financial procedures, reporting templates (narrative and financial) as well as on the MEAL plan.
- To provide administrative, logistical and financial support for the Consortium activities when needed.

YOUR PROFILE

- Prior experience in project management financed by institutional donors, including the European Union, is essential for this position.
- At least 4 years of professional experience in a similar function, including financial management, preferably within a legal, humanitarian or development NGO. Proven interest in the theme of human rights and accountability is a strong asset.
- Hold a graduate degree or equivalent in project management, business administration, law, international relations, political science, or other relevant field.
- Analytical, creative, ability to work independently and to set priorities, with excellent communication skills, intercultural skills, listening and negotiation skills and organizational skills, with attention to detail, and precision.
- Excellent command of English, and French, both written and spoken. Good command of Spanish is a strong asset.
- Available for regular international travels to medium and high-risk contexts.

In order to consider your application, you must be a Swiss national, a citizen of the European Union or EFTA, or hold a valid work permit in Switzerland.

WHAT WE OFFER

A exciting and varied opportunity in a dynamic organization in full development and within a committed and motivated team.

- Reporting to : Operations Director
- Workplace : Geneva, Switzerland
- Workload : 80% position (32h/week)
- Type of contract : Fixed-term contract for the duration of the project (until 30.09.2028)
- Start date : January 2025

The conditions of employment offered correspond to those in force in the NGO sector, with 5 weeks annual leave and flexible working arrangements.

APPLICATIONS

We look forward to receiving your application. Those interested in this opportunity should submit their application through the link below: <https://wkf.ms/3U2Rsu0> by **Sunday 10th November 2024, midnight, CET.**

Please submit a complete application (cover letter of maximum one page, CV of maximum two pages including three professional references with phone numbers and email, certificates and diplomas when relevant).

The first round of interviews will be held on the week of November 18th, a second round is scheduled to take place the week of November 25th.

Only complete applications submitted before the deadline will be considered. We will only contact candidates selected for the next steps of the process. We invite you to send your CV without photo