



International Legal Assistance Consortium is seeking a Director of Assessments & Legal Analysis

The International Legal Assistance Consortium (ILAC), established in 2002, is a Stockholm-based association for legal practitioners and scholars from around the world who offer expert guidance to countries to rebuild justice systems after conflict. It is in these challenging contexts where through better planning, coordination, and cooperation technical assistance can be more productive, sustainable, and cost efficient. Through its fifty member organisations, ILAC represents over 3 million legal professionals – judges, lawyers, prosecutors, and court administrators – worldwide.

ILAC has recently gone through a major organisational restructure with updated systems and processes for strategic planning, programme management and management of work processes and legal analyses in collaboration with our members. ILAC's major donor is currently the Swedish International Development Cooperation Agency (Sida.)

The ILAC secretariat, based in Solna, has three departments: Assessments & Legal Analysis, Administration & Finance and the Programme Department. The secretariat in Stockholm is currently composed of an Executive Director and nine staff. ILAC also works with long-term consultants in the field (currently six consultants).

We are currently seeking a **Director for our Department of Assessments and Legal Analysis**

The position is a permanent and full time position (40 hours per week) with flexible working hours according to ILAC's internal staff manual. The Director for Assessments and Legal Analysis reports to ILAC's Executive Director and is part of ILAC's management team. The position is located in Stockholm but will require periodic travel.

As a Director for the Department of Assessments and Legal Analysis you will:

- Lead ILAC's Department for Assessments & Legal Analysis in developing, conducting, following-up and analysing results of ILAC's contextual analyses and Legal Assessments in line with ILAC's steering documents, plans and entered donor agreements.
- Lead and direct ILAC's knowledge management, the development of thematic expertise and contributions to the international rule of law discourse in line with ILAC's strategic priorities and in cooperation with ILAC's members.
- Lead and manage department staff, including developing their competencies.
- In collaboration with ILAC's members, identify new opportunities for the Consortium's engagement and develop proposals to solicit funding for the work of the department and for ILAC's core support.

- Contribute, as part of the management team, to ILAC's strategic development.

More specific responsibilities involve:

1. Plan, assess, monitor and report the implementation of Department's operations, including ILAC's core support.
2. Oversee ILAC's justice sector assessment missions.
3. Ensure that ILAC has adequate internal systems and routines for its knowledge management cycle to analyse, disseminate findings and affect international legal policy dialogue.
4. Lead the Department's resource mobilisation by identifying opportunities, building donor relationships and preparing and negotiating concepts, including core funding to ILAC.
5. Oversee the Departments' building and maintaining relations for policy dialogue with key actors in the UN system, other relevant international bodies, academia and donors in close collaboration with ILAC's members
6. Contribute to various types of thematic meetings and learning events with staff, ILAC members and external stakeholders.
7. Oversee the development, maintenance and content of ILAC's communications.
8. Lead the Department's annual work planning and monitor its implementation as well as monitor the Department's budgets, financial reports and audit reports.
9. Support regular communication and exchange of experiences with ILAC's members involved in various assessments and advance the Consortium's contributions to the international legal discourse.
10. Support ILAC's Executive Director in preparing and overseeing the Annual General Meetings, Board of Director's meetings, Advisory Council meetings, Board-designated committees, and ad hoc member working groups.
11. Represent ILAC externally in legal seminars, conferences and meetings.

Necessary & Preferred Qualifications:

- The applicant must have an academic degree in law or political science or Peace and Conflict studies.

- The applicant must have at least ten years of professional management experience of international development programmes, preferably within the field of Rule of Law.
- The applicant must have five-years management and leadership experience and skills, including staff development, supervision and coordination.
- The applicant must have proven experience in planning, managing and monitoring for results, as well as engaging in high level policy dialogue e.g. within the UN system.
- Preference is given to applicants who have experience working in membership and professional associations and engagement with boards of directors.
- Preference is given to applicants who have experience in gender mainstreaming.
- Preference is given to applicants who have experience working and living in fragile and post conflict countries.
- Preference is given if the applicant has experience in managing programmes funded by Sida.
- The applicant must be fluent in English and preference is given if the applicant speaks Swedish.
- **To apply please send your cover letter and CV to jobs@ilac.se before 2018-01-31. If you have any questions please contact the Director of Finance and Administration olof.sjogren@ilac.se**