CALL FOR APPLICATIONS

Please post and distribute widely

Position: Head of Mission – Colombia
Location: Bogotá (Colombia)
Term: 1 year (with the possibility of renewal)
Start date: January 2011
Remuneration: Long-term cooperator benefits, in accordance with the treatment generally given by similar NGOs.

LWBC is an NGO whose aim is to defend the human rights of the most vulnerable people in fragile states or states in crisis through the reinforcement of access to justice and legal representation.

Founded in Canada in October 2002, LWBC is a rapidly growing organization. Through its 10 full-time employees and approximately 200 volunteers, LWBC has undertaken more than 50 missions in 10 countries, including Haiti, Colombia and Guatemala. To find out more about LWBC Canada, particularly its activities in Colombia, see: www.asfcanada.ca. (Note that the website is primarily in French)

LWBC subscribes to the principle of employment equity.

Job Overview

The Head of Mission is responsible for the establishment, management and in the field monitoring of all of LWBC’s project activities in Colombia, in conformity with LWBC’s policies, norms and procedures.

Duties and Responsibilities

Under the supervision of the Program Manager in Canada and in collaboration with him, the Head of Mission:

- Coordinates the carrying out and monitoring of LWBC’s project activities in Colombia;
- Represents LWBC in Colombia, and, in that capacity, maintains links with partner organisations, funders, authorities and other civil society and justice sector actors in Colombia.
- Advises and accompanies LWBC partners in Colombia in order to ensure the achievement of program objectives.
- Organizes periodic planning and organizational meetings with partners in order to carry out planned activities.
Carries out training activities and participates in the development of the content of those trainings.

Participates in the coordination and drafting of legal documents for the project, including reports, studies and guides.

Is responsible for the management of human and material resources of the project in Colombia.

Ensures financial and accounting oversight of the Colombia project, in accordance with LWBC norms and procedures.

Collaborates with the Program Manager in Canada, responds to demands for follow up and evaluation and presents periodic activity reports.

Receives and orients LWBC Volunteer Cooperants during their field visits.

And, in general, as requested by the Program Manager or the Executive Director, carries out all other connected tasks that may be useful or necessary.

Qualifications

Requirements

- University education in law, political science or another relevant field.
- At least 5 years experience carrying out similar functions.
- Previous work experience in a fragile state or a developing country.
- Strong understanding of human rights.
- Good understanding of the history and the political, legal and social context in Colombia.
- Advanced command of Spanish and either French or English.
- Capacity to coordinate, to work with multiple partners and a sense of diplomacy
- Previous experience in training and in public engagement.
- Strong organizational motivation, sense of international solidarity, support for LWBC’s values, Charter and mission.
- Strong capacity for team work, strong interpersonal and intercultural skills, sense of initiative and resourcefulness.
- Ability to work independently and with little supervision, to work on a flexible schedule– sometimes under pressure – and to travel, both within Colombia and internationally.
- Strong computer skills.

Strengths
A law degree and membership in a Bar Association
Previous work experience in Colombia
Knowledge of Colombian law, including in human rights, access to justice and access to legal representation.
Experience in or knowledge of «strategic litigation» of emblematic human rights cases.
Familiarity with the civil society stakeholders who work in the human rights field in Colombia.

Selection process

Interested applicants should submit their application (including a letter of interest and curriculum vitae) by mail or by email to the following address:

Avocats sans frontières Canada
A/s Madame Marie-Eve Houde
Concours Chef de mission - Colombie
825, rue St-Joseph Est, bureau 230
Québec (Québec) G1K 3C8

Email: recrutement@asfcanada.ca

**Applications must be received no later than November 21, 2010 at 11:59 p.m.** We thank all applicants for their interest. However, only those applicants selected for an interview will be contacted.