

## **Position: Policy Manager**

**Location: Geneva, Switzerland**

**Contract Period: One-year contract (renewable), 100% - full time**

*Does the prospect of high-profile international advocacy rooted in real-world solutions appeal to you? Do you enjoy taking a lead role and actively engaging with a wide range of stakeholders? If so, you could be who we are looking for.*

**The International Campaign to Ban Landmines – Cluster Munition Coalition (ICBL-CMC)** seeks a highly motivated and dynamic person to advise on the development of ICBL-CMC policy positions, and to monitor and analyze issues and information related to the Mine Ban Treaty and Convention on Cluster Munitions.

The Policy Manager will contribute to the development of ICBL-CMC research and to donor relations.

### **About the ICBL-CMC**

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions.

We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims' rights and needs. The best way to reach these goals is to ensure the universal adherence to, and implementation of, the 1997 Mine Ban Treaty (MBT) and the 2008 Convention on Cluster Munitions (CCM). To this end we monitor, analyze, and report on the progress of these two instruments.

ICBL-CMC members, including victims of landmines and cluster munitions, take action in some one hundred countries. We work in an inclusive manner with NGOs and individuals committed to helping reach our goals. We believe in the impact of a coordinated and flexible network of NGO expertise.

The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

### **The Position**

The Advocacy and Policy Manager will report directly to the ICBL-CMC Director and will be responsible for the following functions:

#### *Policy*

- Identify, assemble and interpret information on MBT and CCM implementation;
- Maintain an acute understanding of existing and unfolding policy issues related to the Mine Ban Treaty and the Convention on Cluster Munitions as the basis for development of ICBL-CMC policy positions;
- Support drafting and editing activities of the Mine Action team of the Landmine and Cluster Munition Monitor;
- Coordinate the analysis process on states' requests for extended deadlines under the MBT and CCM;

- Produce statements for international meetings and other events;
- Take a lead in defining ICBL-CMC policy positions in reaction to strategic documents produced by: the MBT and CCM coordination committees; the UN Mine Action Service; the UN Secretary General and UN General Assembly First Committee; and other international and regional stakeholders.
- Conduct or otherwise ensure timely analysis for development of policy promoting universalization and implementation of the Mine Ban Treaty and Convention on Cluster Munitions;
- Serve as a member of the ICBL-CMC monitoring and research committee.

#### *Advocacy*

- Liaise with states, the UN and other stakeholders, as part of ICBL-CMC's advocacy. Special attention is to be placed on CCM universalization among CARICOM and Oceania/South Pacific;
- Organize and participate in CCM & MBT regional meetings and missions promoting treaty universalization;

#### *Fundraising and grant management*

- Track donor deadlines for reports and proposals and ensure timely submissions;
- Coordinate, compile and produce drafts of all narrative reports to donors and of the organization's annual report;
- Support the Director as required in proposal development, fundraising and donor relations, including drafting of funding proposals;
- Report on annual program outputs and outcomes to the ICBL-CMC Director as required for donor reporting;
- Seek new relevant funding opportunities.

#### **The ideal candidate will have the following profile:**

- At least five years of experience in developing and implementing policies on an international level;
- Demonstrated interest in and significant knowledge of principles of Humanitarian Disarmament;
- Excellent political judgment and strategic sense with a good understanding of international politics;
- Substantive understanding of advocacy techniques, UN treaty processes and policymaking;
- Capacity to proactively create and move forward a multi-pronged policy agenda;
- Ability to identify and set priorities in line with organizational goals and strategic direction;
- Understanding of how advocacy fits in to effective organizing and campaigns;
- Successful track record of at least five years in comparable policy/international campaign experience;
- Minimum bachelor's degree in political science, law, international relations or other relevant fields;
- Excellent written and verbal English communication skills and good knowledge of at least one other United Nations language (particularly Arabic, French or Spanish), with the ability to facilitate understandings across multiple audiences including high-level diplomatic fora and diverse national partners;

- Strong writing and editing skills and keen attention to detail; ability to produce clear, concise materials on tight deadlines for diverse audiences;
- Strong computer literacy;
- Excellent and proven communication and interpersonal skills with a wide variety of multi-cultural, multi-lingual groups and stakeholders;
- Capacity to work in a self-directed manner and to work collaboratively with staff and a diverse global campaign;
- Experience and aptitude for managing and mentoring staff and interns
- Available for short international travels as necessary;
- Knowledge of or experience with landmine and cluster munition issues, related United Nations processes and conventions banning the weapons, is a strong asset.

ICBL-CMC sees diversity as a strength and encourages applications from all candidates meeting the above profile to apply, irrespective of age, gender, race, religion, ethnicity or political affiliation.

**Candidates must possess a valid Swiss or EU work permit.**

Please send a cover letter and CV by Wednesday 13 March 2019 to: [jobs@icblcmc.org](mailto:jobs@icblcmc.org).