



CONVENTION AGAINST TORTURE INITIATIVE  
CTI2024.ORG

## Senior Programme Manager

Post: Senior Programme Manager

Reports to: Head of the CTI Secretariat

### Purpose of the post

To identify, develop and deliver major global, regional and other events and activities and lead on specific projects as part of the CTI's strategic vision to achieve universal ratification of the UN Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (UNCAT) and that all States parties are actively implementing UNCAT, by 2024. All CTI events are organised pursuant to Chatham House Rule of non-attribution and confidentiality to foster open and frank dialogue on a no-name, no-shame basis. Some events are organized wholly by the CTI Secretariat; others are organized together with partners taking advantage of strategic relationships, positions and influence.

### About the CTI and the CTI Secretariat

The CTI is an inter-governmental initiative being spearheaded by the Governments of Chile, Denmark, Ghana, Indonesia and Morocco, with the vision that by 2024, every State in the world will have ratified the UNCAT and be working towards its active implementation. The CTI is supported by an independent Secretariat, based in Geneva, composed of the Head of the Secretariat and a small team of professional staff and an office administrator. CTI's Group of Friends, which is open to all UN Member States, as well as international and regional organisations, NGOs, and independent experts, is active in Geneva and New York. The CTI works through confidential government dialogues, often on a regional basis and provides technical and other support to States. The CTI's approach is constructive ("no name, no shame") and is based on equality between States. Each year the CTI Secretariat, oftentimes together with partners, organizes a number of global and regional events, seminars and visits. More information about the CTI and the Group of Friends is available here: <http://www.cti2024.org/>.

### Job description

Key responsibilities:

#### Event management

- To identify, develop and deliver CTI events (major conferences, seminars and workshops) in Geneva, New York and in other countries, and the Annual Forum of the CTI.
- Establish and develop strong relationships with the CTI core States, as well as a range of partners and Friends of the CTI, including Governments, national, regional and international organisations, including academic and NGO, to identify, develop and deliver CTI events and activities.
- Design programmes for each event which are outcome oriented and meet objectives and deliver outcomes for CTI and partners, and which aim to share practical experiences between Governments on a constructive and confidential basis.
- Manage ongoing programme development, identify and engage with potential speakers and participants to ensure a high quality event, achieve balanced geographical and gender representation

in speakers, moderators and participants, and prepare contracts to be signed with partner organizations.

- Carry out or commission background research and materials to inform the discussions, so as to advance the goals of the CTI and the event in question.
- Prepare speeches and presentations for CTI core States' Ambassadors and for the Head of the CTI Secretariat, as requested, and ensure they receive timely documentation and information.
- Keep the core States informed of developments regularly, including through your participation in the CTI periodic governance meetings at focal point level.
- Facilitate / chair and host CTI events, in a way that fosters open and frank dialogue, takes into account sensitivities, and allows for conversations to build on past events and explore new ways of doing business.
- Responsible for ensuring that a report is issued in a timely manner after each CTI event, along with relevant press releases and other social and media communications.
- Administrative oversight: Oversee the administrative components of the events, keeping track of matters such as venue, accommodation, flights, and expenditure; including convening regular planning meetings. Responsible for managing the budget (income and expenditure) of the event.
- Monitoring and evaluation: assess and report transparently on outcomes of CTI events to Head of CTI Secretariat and CTI core States, and partners. Apply lessons learned to inform future quality events.
- Fundraising and budget management: it may be required that the CTI Senior Programme Manager engage in direct fundraising for particular events or projects, or manage donations/contributions from external sources for particular events or projects.

#### Technical advice and support

- To be allocated annually, the Senior Programme Manager will take responsibility for assigned projects such as advancing ratification or implementation in particular regions, providing advice and inputs to CTI activities and to States on particular issues, and developing tools and other materials to support ratification and / or implementation.
- Comply with CTI's protocols and file management and other systems.
- Keep abreast of latest developments in the anti-torture field, or in particular regional contexts, participate in relevant events, and update colleagues and core States on latest developments.
- Replace the Head of CTI Secretariat during absences and as otherwise required.
- This position may be assigned some management responsibilities, and may supervise assigned staff for particular projects.

#### Qualifications/experience required:

- A law degree (2:1 honours or equivalent), plus a master's degree in public international law, human rights law, criminal law, criminology or related field. In lieu of a master's degree, admission to practice as a lawyer in a national jurisdiction is accepted.
- Minimum 10 years' experience in the human rights, criminal justice or diplomatic fields, with preference for persons with experience working with or in Government in a positive and constructive manner, and who know and understand the UN human rights system. Experience in working in criminal justice at a national level would be an advantage.
- Strong knowledge of the international and regional torture prevention frameworks, with relevant proven experience.
- Proven track record of having designed, delivered and managed major quality events.
- Outstanding English drafting skills.
- Excellent project management skills.
- You will be an engaging public speaker and facilitator.

- Fluency in Arabic, French or Spanish desirable.

Key competencies required:

- Managing a quality and timely service
- Adapting to unforeseen changes and taking decisions
- Working in a small team and being able to independently manage projects, team members and upwards, and to work collegially and collaboratively with other staff members and partners
- Innovative mind and open to new opportunities and methods of work
- Prepared to “get hands dirty” and go the extra mile
- Communicating effectively, openly and regularly
- Willing to travel extensively to diverse countries in all regions of the world
- Understand and respect the confidentiality of the CTI’s work
- Support an ethical, diverse and collegial work environment

***This position is based in Geneva, Switzerland, and is available at 80% or 100%, and is subject to a 6-month probation period.***

**HOW TO APPLY:**

**Please submit with subject line, “Snr Programme Manager”, the following documents in ENGLISH to [recruit1@cti2024.org](mailto:recruit1@cti2024.org) by 1 March 2018:**

1. Cover letter indicating why you are interested in the position and how you fulfil the position criteria
2. Resume or CV of no more than 3 pages, including the names and contact details for two referees at least one from recent employment. You may indicate if you do not wish us to contact your referees unless you are offered the position.

Please do NOT include certificates or other documentation.

**No late applications will be accepted.**

**Only shortlisted candidates will be contacted. The CTI Secretariat is not in a position to correspond with other applicants.**