

Vacancy Announcement

Programme Manager (Business, Land and Environment)

Work percentage: 80-100%

Length: Open-ended contract

Location: Geneva, Switzerland

Start date: As soon as possible

Reports to: Programme Director

Applications close: 29 May 2023 (Midnight, Geneva time)

The International Service for Human Rights (ISHR) is an independent, non-profit organisation with offices in Geneva and New York. This position offers a unique opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concerns. For more information, consult our website www.ishr.ch.

We are seeking an outstanding candidate to join our dynamic team in a permanent staff position of **Programme Manager (Business, Land and Environment)**.

The position

The **Programme Manager** will be an essential part of the ISHR Environmental Justice & Sustainability Cluster, and contribute to the successful implementation of ISHR's activities to support human rights defenders (HRDs) seeking to use international and regional human rights norms and mechanisms to promote State and business respect for defenders and pursue accountability for corporate misconduct and abuses against defenders linked to business and investment practices, including negative impacts on land and the environment.

Working under the supervision of a Programme Director, the Programme Manager will provide expert guidance and accompaniment to HRDs and civil society organisations (CSOs) working in the area of business, land and the environment, and will work with and build civil society coalitions, networks and partnerships in this field. The Programme Manager will help shape ISHR's strategy and ability to mainstream respect for HRDs within corporate policies and practices, related United Nations (UN) processes and the international norms and the national legislation that regulate those practices. They will also contribute to a range of work that may include strategic litigation, inputs to periodic reviews of States parties, negotiations in UN processes, standard-setting and diplomatic engagement to ensure effective attention to HRDs by international and, where relevant, regional human rights mechanisms as well as other multilateral agencies/programmes.

In light of the cross-cutting nature of ISHR's working methods, the Programme Manager will also work very closely with other programmatic and operational teams within ISHR, including as needed: the Fundraising and Grants, Training, Operations, and Communications and Campaigns Teams, as well as programme staff attached to ISHR's New York office. This position will be based in Geneva, with the need for periodic regional and international travel (as a function of programmatic activities).

Key responsibilities

The **Programme Manager** will:

- Develop and maintain strong relationships and partnerships with HRDs and relevant civil society organisations, coalitions and networks working on issues of business, land and the environment, consulting with them regularly and identifying priorities and needs that align with ISHR goals and expertise;
- Develop and maintain strong relationships with UN experts, including Special Procedure and Treaty Body mandate holders, and diplomats with a view to strengthening recognition and protection of defenders working on issues of business, land and the environment, as well as to strengthen and safeguard their participation in relevant international and multi-stakeholder mechanisms and processes, including in the open-ended intergovernmental working group on transnational corporations and other business enterprises with respect to human rights;
- Update and further develop strategies to link engagement with private sector actors (including companies, financial institutions, investors, and multistakeholder initiatives) to key ISHR goals and objectives;
- Prepare and deliver training materials and sessions – and provide advocacy advice and support – for human rights defenders seeking to use international advocacy to advance corporate accountability and environmental justice, in relevant languages, format and platforms;
- Contribute to the development of international, regional and national laws and standards on the protection of human rights defenders working on issues of business, land and the environment and work with HRDs and other stakeholders on their implementation and application;
- With relevant colleagues, develop funding proposals and activities that ensure ISHR's expertise and access can be leveraged to support HRDs working on business, land and the environment with sustained, targeted resources;
- Represent ISHR in UN fora, civil society coalitions and other public and/or private meetings which are relevant to achieving our objectives;
- Represent ISHR as a member of the Secretariat/co-convenor of the Business Network on Civic Freedoms and Human Rights Defenders, and work to connect activities within the Network to issues raised by HRDs and CSO partners;
- Act as an advisor and resource internally for matters related to ISHR's engagement with the private sector, including institutionally and through other programmes, Clusters and activities;
- Coordinate closely with consultants/contractors, interns and other ISHR staff to implement programme activities;
- All such other responsibilities as may be delegated by the Programme Director or Executive Director.

Qualifications

Essential

- University degree or diploma in international law, human rights, international relations, or related fields or equivalent experience;
- At least 5 years of relevant professional experience, including at least 2 years working to implement projects at the international, regional or national level, including familiarity throughout the project lifecycle;
- Track-record of working with or as part of grassroots movements or civil society organisations working on business, land and the environment, in particular providing support to defenders through capacity-building or campaigning;
- Familiarity with international laws and standards related to business and human rights, land, and the environment, as well as the fora in which these standards are advanced, applied and litigated (e.g., UN, OECD, IFIs, etc);
- Demonstrated interest in and commitment to human rights, including intersectional issues of environmental justice, gender justice, racial justice and economic justice;
- Proven time management and organisational skills, including the ability to multi-task and work under pressure to meet tight deadlines;
- Comfort and demonstrated success in working autonomously and flexibly, both in-person and remotely;
- Excellent communication and people skills, and ability to work as a member of a diverse NGO and international ecosystem;
- Fluency in oral and written English - Proficient user (C2), including excellent drafting and editing skills.

Desirable

- Demonstrated familiarity with the UN mechanisms and how they can be leveraged by civil society;
- Experience working for an independent NGO and/or on thematic human rights issues in a practical setting (not solely academic);
- Experience engaging business enterprises, investors and/or multi-stakeholder initiatives on human rights issues, as well as experience with the tools and systems used to assess private sector compliance with human rights; and
- Professional proficiency in at least one other UN language.

Salary

The monthly gross salary range is CHF6500 to CHF 7000 for a full-time position (depending on qualifications and experience).

Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel.

We welcome all kinds of diversity. Applications are encouraged from all qualified candidates without distinction including on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, socio-economic status, or any other characteristic protected by law.

We particularly welcome applications from systematically, historically and/or traditionally discriminated against groups, including women, persons of colour, LGBTIQ+ persons, persons with disabilities and other groups.

Applications

Please submit your application by filling out [this form](#) and attaching **a cover letter, a CV (no profile picture please) and one writing sample (max 2 pages) in English**. ISHR will review these products only for the purpose of this recruitment and will not use them for any other purpose.

*Applications will close on **29 May 2023 (Midnight, Geneva time)**.*

Incomplete applications will not be considered. Please note that due to the high volume of applications, only short-listed candidates will be contacted.

All applications will be handled in accordance with ISHR's [Privacy Policy](#).