

**Advertisement for  
Operations Director  
Geneva, Switzerland**

**BACKGROUND**

LAW is an independent, non-profit organisation comprised of human rights lawyers working in fragile and conflict affected areas in the Middle East, Africa and South Asia. We have a particular focus on gender equality and sexual and gender-based violence, natural resource exploitation, rule of law and accountability, and transformative justice, working to bring justice to those who need it most. LAW's ground-breaking work has received international and local media coverage, and recognition.

LAW is expanding and in order to meet our evolving needs we are looking for a dynamic Operations Director to join our dedicated team to oversee day-to-day operations and ensure the progress and impact of LAW's strategy. You will be required work collaboratively and effectively with teams across the organisation and to build excellent relationships both internally and externally.

LAW seeks a highly motivated individual with vision to provide the Executive Director with the required supervisory expertise and technical advice to ensure high quality programming and operations.

The Operations Director will be responsible for overseeing the smooth running of the day to day operations of LAW. He/she will bring commercial expertise to make decisions on operational activities and implementing strategic goals. This role will also include coaching and mentoring staff from different departments and providing constructive feedback and ensuring LAW's operations are consistent with donor and project standards.

**POSITION DESCRIPTION**

**Reports to:**

Executive Director

**Duration:**

Open ended – subject to performance and funding

**Location:**

Geneva, Switzerland

**Hours:**

Full-time

Travel to within Europe and to regional field offices as needed.

**Functions/ Key Deliverables:**

This is a key and senior management position within LAW and a newly created position. In overseeing the day to day management of LAW the Operations Director will work directly with the Executive Director. The role will also include resource mobilisation, planning, monitoring and implementation of the organisational strategy. In particular the Operations Director will undertake the following:

### Planning

The Operations Director will set the operational objectives and prepare the implementation plan. These will initially be based upon LAW's 2022 strategy and independent evaluation report and thereafter will require planning for the next five year strategy. The Operations Director will oversee the implementation of the objectives and the action plan.

### Resource Mobilisation and Partnerships

The Operations Director will identify the financial and human resources needed to achieve LAW's objectives and strategy. The Operations Director will need to develop effective relationships to leverage key stakeholders and partnerships for LAW. This will include; developing networks, promoting our expertise, identifying new opportunities and supporting the country teams to pursue these initiatives. To create dialogues, and lead on new grants, funding streams with those we need to engage with providing strong evidence and research to diversify our fundraising. This will include having final quality control and responsibility for proposals and donor reports.

### Monitoring

The Operations Director will ensure that all activities are monitored, and that key performance indicators are reported on a regular basis to ensure that the objectives are achieved. Monitoring will include establishing and supporting quality client service standards, aims, objective and measurable outcomes (MEAL) as well as building upon LAW monitoring and evaluation and ensuring best practice.

### Leadership and Management

The Operations Director will provide strong leadership which will build, manage and motivate a high performing team. This will include prioritising effective inter-organisational work, overseeing the coordination, integration, and delivery of all programmes, promoting collaborative relationships between programme areas and finance/HR. As LAW operates in a highly insecure environment the Operations Director will be responsible for the day to day security of LAW colleagues and offices. This will include smooth and collaborative relationship between HQ and the field offices. The Operations Director will ensure that the expectations of funders, partners, and beneficiaries met and will be required to manage the organisation during absences of the Executive Director.

Any other duties as specified by the Executive Director.

## **Experience, Skills and Qualifications Required:**

- Relevant bachelor's degree with a background in humanitarian or human rights field operations; a focus on human rights and access to justice is preferable;
- Significant previous experience at senior level within the humanitarian sector, and or policy development or national/international level influencing in a complex multi-stakeholder environment;
- Excellent relationship building skills and a proactive approach to problem solving;
- Demonstrated experience of developing and delivering proactive and reactive influencing strategies, ensuring buy-in from key stakeholders;
- A strong and confident communicator both orally and in writing in English – able to adapt style to suit audience;
- Strong knowledge and experience of delivering legal information or legal assistance in fragile or conflict-affected settings;
- Demonstrated track record of excellent research and drafting reporting case studies and presentations;
- Excellent organisational skills and analytical skills;
- Proficiency in Microsoft Office Suite and strong technical literacy;
- Demonstrated and proven track record of relevant working experience.

Travel to regional offices will be required.

**Deadline for applications: 4 October 2020**

Interviews will take place Mid-October 2020

**Start date:** December 2020

To learn more about us visit our website: <http://www.legalactionworldwide.org>

## **How to Apply:**

If you are looking for your next challenge to make radical changes and your personal goals are aligned with ours to deliver access to justice to those who need it most – victims and survivors of human rights violations and abuses in conflict-affected and fragile environments we would like to hear from you.

Please send an email with your CV and a statement of interest (neither exceeding 2 pages of A4) in English before 4<sup>th</sup> October 2020 to: [waheed@legalactionworldwide.org](mailto:waheed@legalactionworldwide.org).

The subject of the application should read 'Operations Director'



- Only shortlisted candidates who meet the criteria will be invited for interviews.
- LAW is an equal opportunity employer.