



# International Bridges to Justice

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## China Program: Program Officer

International Bridges to Justice (IBJ) is a nonprofit, nongovernmental organization dedicated to ensuring the basic legal rights of ordinary citizens in developing and transition countries. Specifically, IBJ works to guarantee all citizens the right to competent legal representation, the right to be protected from cruel and unusual punishment, and the right to a fair trial.

IBJ is currently accepting applications for the position of Program Officer with our China Program team. The China Program Officer is a paid part-time position based in our head office in Geneva, but remote postings will also be considered for the right candidate. The Program Officer will provide day-to-day support for program implementation centered around the training of criminal defense lawyers, conduct legal research, develop training materials and resources, collaborate with partners such as other NGOs, universities, government agencies, etc., assist with translation, and provide general support for report-writing, monitoring and evaluation of program objectives, and logistical troubleshooting. The ideal candidate will have strong knowledge of the Chinese legal system and be fluent in Mandarin Chinese.

### Duties and Tasks:

- Provide programmatic assistance to IBJ China staff in implementing our programs and activities
- Assist in preparing for and organizing trainings, conferences, exchanges, and/or other events for lawyers
- Research Chinese laws and/or international laws and standards to help support the development of legal training materials and legal rights awareness materials
- Assist with developing online legal educational modules, podcasts, presentations, and/or webinars
- Provide translation support
- Help gather monitoring and evaluation data and compile reports
- Assist as needed with writing newsletters, grant proposals, and/or reports on IBJ's programs for funders and individual donors
- Assist China Program Director as required

### Skills needed:

- Law degree preferred, but other relevant degrees will be considered
- Fluency in Chinese and proficiency in English
- Excellent legal research, documentation, and drafting skills

- Familiarity with the Chinese legal system, as well as the current political and cultural context
- Organized, attentive to details, and ability to multi-task
- Good communication skills, interpersonal skills, cultural sensitivity, and the ability to work in a multicultural environment
- Commitment to the cause of human rights and the promotion of rule of law in the criminal justice sector

**Please send resume and cover letter by e-mail to Paula Ho, China Program Director, at [pho@ibj.org](mailto:pho@ibj.org) by December 24, 2021.**