



INTERNATIONAL BRIDGES to JUSTICE

www.ibj.org

OPENING FOR CHINA PROGRAM DIRECTOR

FEBRUARY 2018

In recognition of the Universal Declaration of Human Rights, International Bridges to Justice (IBJ) is a non-profit, non-governmental organization dedicated to ensuring the basic legal rights of ordinary citizens throughout the world. 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. To this end, IBJ significantly supports and enhances criminal defender and governmental legal aid efforts to protect citizen rights and to implement existing criminal laws through providing training partnerships, legal and administrative structural support, and material assistance

IBJ launched its China program in 2001, partnering with the National Legal Aid Center of the Ministry of Justice to provide training and support to China's indigent defenders. Since that time, IBJ has established a network of Defender Resource Centers that work in partnership with the government and civil society actors to implement and develop fair trial rights of the criminally accused. IBJ achieves this goal by building the capacity of the indigent defense system, educating criminal defenders and other key actors in the criminal justice system, developing pilot initiatives that promote improved implementation of rights-based laws and policies, and promoting growing consciousness among ordinary citizens of their basic human rights.

IBJ is seeking candidates to fill the position of China Program Director, initially working outside of the country, based in either IBJ's **Geneva** or **Singapore** offices, and eventually from **Beijing, China**. The China Program Director is the chief representative of IBJ in China, responsible for leading the organization's work, developing its vision, and overseeing the pursuit of IBJ's mission. S/he is responsible for:

- a) ensuring compliance regarding IBJ's legal status in accordance with Chinese law relating to NGO activities.
- b) developing and maintaining excellent cooperative working relationships with program partners, including National Legal Aid Centre of China under the Ministry of Justice and the All China Lawyers' Association and other entities dealing with early access to counsel, in pursuit of IBJ's mission of providing early access to competent counsel for all women, men and children in China;
- c) ensuring to the greatest extent possible that all of IBJ's activities in China are designed and implemented to promote and further IBJ's mission of providing early access to competent counsel for all women, men and children in China;
- d) utilizing existing partnerships and networks to secure the broadest possible geographical coverage of activities that promote and further IBJ's mission of providing early access to competent counsel for all women, men and children in China;
- e) directing programs, communications, fundraising, financial, and administrative functions including:

1. ensuring smooth and effective implementation of all project activities, all training programs and other project events and drafting and evaluation of capacity building materials;
 2. preparing budgets for all activities as well as staff and operating costs;
 3. ensuring effective implementation of monitoring and evaluation plans related to projects;
 4. overseeing human resource management of China-based staff including timely hiring of competent staff who are committed to IBJ's mission in China and conducting timely performance reviews;
 5. ensuring all staff members in China have employment contracts, job descriptions and local staff members are employed in compliance with labor laws of the People's Republic of China;
 6. supervising China-based staff to implement program plans in pursuit of IBJ's mission and program objectives;
 7. ensuring effective functioning and IBJ mission compliance of all provincial defender resource centers in China; and
 8. ensuring establishment of standards, principles, forms and internal procedures common to criminal defense practice, as well as effective data collection and analysis;
- f) directing all projects in the country towards development and strengthening of the criminal justice system through a government legal aid system, ensuring that:
1. IBJ carries out progressive training on criminal defense for legal aid lawyers in China;
 2. IBJ produces useful training material including manuals and handbooks to develop criminal defense skills among legal aid lawyers in China; and
 3. IBJ develops e-learning modules on criminal defense for legal aid lawyers and legal aid centers in China;
- g) ensuring compliance with donor requirements, including timely producing of quarterly, annual and final narrative and financial reports;
- h) strengthening collaboration between IBJ's China program and IBJ programs elsewhere in the world through regular communications with IBJ's International Program Director.

The China Program Director report to IBJ's International Program Director and the CEO, based at its international headquarters in Geneva, and communicates regularly with all other directors of the organization and the CEO.

The ideal candidate will possess:

- a) a Juris Doctor or equivalent law degree;
- b) substantive expertise in criminal law and demonstrated commitment to criminal defense, including criminal defense procedure
- c) at least ten years of practical legal experience, with a minimum of two years working on donor-funded international legal reform programs, preferably in China;
- d) demonstrated planning, management, analytical, and excellent writing skills;

- e) experience in developing and leading high performing teams in a multicultural environment;
- f) fluency in English and Chinese
- g) IBJ prefers candidates who have: (1) proficiency in both written and spoken Chinese; and (2) familiarity with the Chinese legal system, as well as the current political and cultural context.
- h) excellent communication and interpersonal skills.

This position is available immediately. Salary is competitive, commensurate with experience.

Interested individuals should submit a statement of interest, curriculum vitae (including references) and writing sample either via email to: internationalbridges@ibj.org, or by post to: International Bridges to Justice, 64 rue de Monthoux, CH-1201 Geneva, Switzerland.