



IBJ GENEVA PROGRAM ASSOCIATE (INDIA PROGRAM)

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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 the legal aid efforts of criminal defenders and the government to protect individual rights and to implement existing criminal laws through providing training partnerships, legal and administrative structural support, and material assistance.

Job Description:

The IBJ Geneva **Program Associate (India Program)** will be primarily based out of IBJ's headquarters in Geneva, working as a full-time employee for IBJ under the overall direction of the International Program Director. The Program Associate (India Program) will support and coordinate the implementation of IBJ's work program in India. The incumbent will be responsible, under the direction of the International Program Director and Director of IBJ India, for a variety of tasks, including but not limited to:

- Designing IBJ eLearning modules and drafting content to support training and capacity-building activities concerning legal aid and access to justice services in India.
- Implementing accreditation programs for criminal defense lawyers, in collaboration with law universities, lawyers' associations, legal services authorities, and bar councils in India.
- Developing and maintaining resources related to the India Program on IBJ's Justice Hub platform and promoting it among stakeholders of the criminal justice system in India.
- Researching and analyzing the Indian criminal justice system needs, including but not limited to legislative reform, training initiatives, and programs to strengthen delivery of legal services.
- Developing and updating of legal tools such as criminal defense wiki and best practice manuals for criminal defense lawyers.
- Drive fund raising initiatives to sustain IBJ's India Program and the IBJ India Trust through partnership building and liaison development with relevant parties including: Government institutions; independent lawyer associations; legal aid entities; law firms; the corporate sector as well as international and national civil society organizations working on rule of law and access to justice issues.

Qualifications and experience:

The following are essential and minimum requirements for consideration:

- A Law degree (LLB, JD or equivalent) from a common law jurisdiction as well as an advanced university degree in law,
- A minimum of 4 years of experience as a lawyer in litigation and/or trial practice,
- Previous experience of working with Civil Society and Multilateral Organizations.
- Working knowledge of the practice and procedures of the Indian legal system, its culture and procedures, including the role of the legislature, courts, tribunals, and other stakeholders.
- Fluency in English and Hindi – written and spoken.

Additional skills and experience appreciated:

- Knowledge of additional regional Indian languages,
- Knowledge of technology solutions that assist the development of resources for lawyers in providing effective legal aid and access to justice.
- Ability to develop clear program plans and manage multiple activities at the same time.
- Experience in the development of high-level partnerships within the Governmental and Corporate sector in India.
- Good communication and public speaking skills.
- Capacity to work as a member of a team in a diverse international setting.

Conditions of the Position

The **Program Associate (India Program)** will be based in Geneva. The contract will be for 22 months, from 1 December 2021 through to 30 September 2023, with extensions being dependent on performance and available funding. Salary for this position will be commensurate with the candidate's experience and qualifications.

To apply, please send a statement of interest and CV (including references) either via email to: internationalbridges@ibj.org, or via mail to: International Bridges to Justice, 64 rue de Monthoux, CH-1201 Geneva, Switzerland. Deadline for applications: 26 November 2021