



Secretariat Coordinator of the Interagency Panel on Juvenile Justice (Part-time)

The Secretariat of the Interagency Panel on Juvenile Justice (IPJJ) is currently seeking a part-time Coordinator. The Secretariat is hosted by one of the Panel Members, Defence for Children International, based in Geneva, Switzerland.

Please see below for full terms of reference. If you are interested in applying please send a copy of your Curriculum Vitae and covering letter to:

Recruitment

Defence for Children International (DCI) - International Secretariat
Rue de Varembe, 1
PO Box 88
1211 Geneva
Switzerland

Or via email to: director@dci-is.org

Closing Date for Applications: 21 June 2010

Interagency Panel on Juvenile Justice

The Interagency Panel on Juvenile Justice (IPJJ) (formerly known as the Inter-Agency Coordination Panel on Juvenile Justice) was established by Economic and Social Council (ECOSOC) Resolution 1997/30 to act as a “coordination panel on technical advice and assistance in juvenile justice.” The work of the Panel is guided by the Convention on the Rights of the Child, international standards and norms on juvenile justice and other relevant instruments. The Panel’s overarching objective is to facilitate and enhance country and global level coordination in the provision of technical advice and assistance in juvenile justice.

The Panel began its work in 2000 based on the voluntary contributions of its members and established a Permanent Secretariat in May 2007 to further support, strengthen and consolidate its work in accordance with the strategic priorities and common activities defined and approved at its annual meetings. The Panel Secretariat supports members in achieving the following strategic priorities:

- (i) Informing Panel members about technical assistance requests and ensuring coordinated follow-up actions
- (ii) Enhancing the visibility of the Panel and raising the profile of juvenile justice issues internationally
- (iii) Increasing the availability of existing technical assistance tools and resources on juvenile justice
- (iv) Developing common tools and documenting good practices in relation to juvenile justice
- (v) Developing common positions in relation to juvenile justice



Membership:

The Panel currently has fourteen members, including: the Committee on the Rights of the Child; the Office of the United Nations High Commissioner for Human Rights (OHCHR); the United Nations Children's Fund (UNICEF), the United Nations Department of Peacekeeping Operations (DPKO); the United Nations Development Programme (UNDP); the United Nations Interregional Crime and Justice Research Institute (UNICRI); the United Nations Office on Drugs and Crime (UNODC); Defence for Children International (DCI); the International Association of Youth and Family Judges and Magistrates (IAYFJM); the International Juvenile Justice Observatory (IJJO); Penal Reform International (PRI); Save the Children UK; Foundation Terre des hommes - child relief (Tdh) and the World Organisation Against Torture (OMCT).

2. Tasks and Responsibilities of the Secretariat Coordinator

Coordination/ Information sharing:

- To coordinate links with the UN Committee on the Rights of the Child and facilitate coordinated follow-up action to the Committee's Concluding Observations relating to juvenile justice
- To inform Panel members about technical assistance requests and ensure coordinated follow-up action
- To coordinate the sharing of information on juvenile justice programming and between Panel members
- To reach out to Panel members and juvenile justice actors at the international, regional and country level
- To coordinate Panel participation in events and the identification of strategic issues to be raised
- To coordinate Panel public events on juvenile justice issues at the Human Rights Council, Commission on Crime Prevention and Criminal Justice and in other international fora
- To be coordinate the development and dissemination of Panel common tools and materials, including those related to juvenile justice that will be developed by each member, if necessary

Communication/Website management:

- To coordinate and edit a monthly newsletter in English, French and Spanish.
- To develop and expand the Panel's online expert roster of juvenile justice consultants.
- To prepare basic materials and presentations describing the work of the Panel and communicate achievements.
- To coordinate Panel member common statements and submissions on juvenile justice issues
- To coordinate the development of a new Panel website in English, French and Spanish, including the website graphic design, website development, website content and the transfer of information from the existing website to the new website.
- To manage and update the Panel website in English, French and Spanish, including coordination of technical support.

Administration:

- To coordinate and support the Panel Steering Committee meetings and annual meetings.



- To produce regular narrative and financial reports in collaboration with the host organisation to be submitted to Panel members and other donors, where necessary.
- To manage and supervise support staff, including interns, in collaboration with the host organisation.

3. Knowledge, Skills and Abilities

Essential

- A First Degree in Child Rights, Human Rights, International Relations, Political Science, Communications, Law, International Development, or related field.
- Familiarity with, and commitment to, the fundamental issues with which the Panel is concerned.
- Experience of working internationally in the field of children's rights, criminal or international law.
- The ability to coordinate networks remotely and to develop a good understanding of the information and other needs of the members of the Panel and respond proactively to these.
- Experience of coordinating international events, including at the UN Human Rights Council.
- Significant experience of communications technology, including experience of website development and management.
- Good organisational skills - an ability to manage a complex workload and to ensure that projects and regular activities occur on schedule.
- Good understanding of the work and functioning of international organisations, in particular the United Nations and NGOs.
- Ability to network and maintain working relations with key contacts.
- Excellent communication skills, both oral and written.
- Language skills - good written and spoken knowledge of English and French.

Desirable

- Competence in other languages such as Spanish, Russian or Arabic would be an advantage.

Salary

- **Part-time (50%) at 3120 CHF p/month (gross salary)**