

# JOB DESCRIPTION

## AMNESTY INTERNATIONAL INTERNATIONAL SECRETARIAT (AIIS)

**JOB TITLE:** Program Director

**DURATION:** Permanent

**PROGRAMME:** Law and Policy

**DIRECTORATE:** Research, Advocacy and Policy (RAP)

### **JOB PURPOSE:**

- To provide leadership and vision in the development and application of international law and policy for the Amnesty International Movement and the broader human rights movement.
- To ensure that Amnesty International maintains an effective role in pushing for the development and implementation of legal standards and norms in order to empower human rights activism globally.
- To ensure the Law and Policy Programme staff are fully integrated into the International Secretariat, are providing expert advice to staff, as well as enabling a smooth and effective law and policy approval process for AI documents.
- To ensure the Law and Programme is engaging in carefully selected and strategic research, advocacy and strategic litigation to influence international and national standards, institutions and policies relating to key human rights themes led by the programme

### **IS PURPOSE:**

The International Secretariat (IS), which operates from a number of sites around the world, gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change, enable effective human rights activism, and work to persuade governments and other actors to uphold universal human rights standards. We provide strategic leadership, support and advice to the Amnesty International movement globally, fostering Amnesty International's contribution and presence throughout the world.

### **PROGRAMME PURPOSE:**

The Law and Policy Programme's purpose is:

- To provide leadership in the areas of legal standard-setting, developments in international justice, human rights jurisprudence, international humanitarian law, effective implementation of the law, strategic litigation and the development and application of human rights law and policy.
- To provide legal and policy advice and analysis to the International Secretariat and the movement to ensure the accuracy of the analysis and application of law and policy and thus maximizing impact.



- To ensure that Amnesty International maintains excellent quality and positively contributes to the field of human rights legal and policy analysis at all levels
- To engage in research, advocacy and strategic litigation to influence international and national standards, institutions and policies relating to key human rights themes led by the programme

#### **WORKING RELATIONSHIPS:**

**Reporting to:** Senior Director for Research, Advocacy and Policy

**Posts that this job manages:** Deputy Programme Directors, Head of Strategic Litigation Unit and staff in the Programme Director's office.

**Other key relationships:** The Secretary General, the Coalition Leadership Team, regional directors, programme directors, including Research and advocacy, Climate, economic and social justice and corporate accountability (CEC), Gender, racial justice and refugees and migrants (GRR), Amnesty Tech, Crisis response, Communications, Campaigns ), AI sections, structures and national offices (in particular their law and policy and litigation focal points), key human rights actors outside AI, e.g. within the NGO community, the UN system and regional systems, the field of international law and policy and academia.

#### **USEFUL INFORMATION:**

Responsible for managing the budget of the Law and Policy Programme. Must have managerial experience as a senior legal professional in human rights law.

Must be able to recruit, hire and retain the best possible staff to conduct the work of the Programme.

The post-holder will be expected to travel to participate in some international AI meetings and some meetings external to AI, subject to any reasonable accommodation requirements and the post-holder's individual circumstances.

#### **MAIN RESPONSIBILITIES:**

Contribute to the development and implementation of international human rights and humanitarian law in order to achieve justice for victims of human rights abuses.

Ensure that legal and policy advisers provide expertise and advice and ongoing training and support to IS staff and the wider AI movement so that: 1) AI's publications accurately reflect relevant legal standards and are consistent with AI's policies, 2) all AI documents are of the highest quality 3) AI's litigation is strategic, of the highest quality and consistent with human rights law and policy and other relevant legal standards.



Oversee the law and policy review and approval process, ensuring effective systems and clear standards for all legal and policy advisers across the thematic teams in the Directorate.

Contribute to the organization's development of effective strategies that will enable the delivery of Amnesty International's vision.

Oversee the human rights policy development and curation process, including engaging with the wider Amnesty movement on key human rights policies.

Develop an effective operational Programme plan that helps deliver organization's wider strategies.

Ensure the effective management of staff and resources within the Programme, bearing in mind overarching strategic objectives; and in responding to requests from the Movement and other IS teams, identify which opportunities will enable the best use of scarce resources in developing legal analysis, policy positions and achieving advocacy and litigation successes on a specific issue.

Provide overall leadership over the delivery of the programme's thematic focuses, including research, legal and policy analysis, advocacy and strategy development in fields such as holding and expanding civic space, securing remedy for crimes under international law, tackling human rights impact of punitive criminal justice approaches, control over the trade in and use of policing equipment and other weapons, ending the death penalty, protecting children's rights, with addressing discrimination as a key objective within each of these themes.

Act as a strong media and external communicator and writer on emerging and/or complex human rights law and policy questions.

Build strong relationships with external actors who play a key role in promoting international human rights, humanitarian and criminal law at intergovernmental forums, enhancing AI's reputation as an authority on international human rights related legal and policy analysis.

Design and maintain an approach that ensures effective communication and relationship building across departments to provide clear advice and judgment in a timely and expert manner.

Represent Amnesty International at a senior level in high profile key conferences and meetings in order to maintain AI's reputation as a reliable expert on diverse human rights thematic issues, and in order to secure support for AI's human rights objectives.



Oversee the allocation of and use of the Programme's budget, as well as engaging in and overseeing fundraising initiatives and reporting carried out by staff in the programme.

**WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?**

The Law and Policy Programme delivers timely, accurate, context-appropriate, and credible advice on human rights law and policies, contributing to strategies that promote the advancement of human rights at the international, regional, state and local level.

The Law and Policy Programme effectively leads in the development, curating, updating, and interpretation of AI human rights policy positions.

The Law and Policy Programme communicates in a clear, accessible and effective manner to internal audiences, making legal and policy knowledge and information easily available to and usable for IS staff and the wider AI movement.

The Law and Policy Programme is identified as a source of expert analysis and advice, ensuring that AI can initiate and lead in responding to crises or emerging opportunities.

The Law and Policy Programme represents AI effectively to external audiences and media, with the Program Director being simultaneously a respected and capable lawyer and an articulate and effective media operator.

The Law and Policy Programme carries out effective research, legal and policy analysis, advocacy and strategy development that leads to impact nationally and globally and actively influences global human rights debates.

The Law and Policy Programme guides the execution of Amnesty's global human rights litigation initiatives, and to support regional and national strategies, including strategic litigation before domestic and international courts.

The Programme Director effectively manages the staff and financial resources of the department, promoting excellence, encouraging flexibility, and ensuring the application of AI's standards and policies across the work of the AI movement.

**SKILLS AND EXPERIENCE:**

Significant experience and expertise in the field of human rights law and policy development, and in public interest litigation, external representation, media and communications, and the management of people and other resources.

Advanced degree in law, ideally with an emphasis on international human rights law and/or international humanitarian law.



Demonstrated leadership in the global human rights movement through communication of a vision of the opportunities and threats human rights face in the short and longer term.

Vision and creativity as well as intellectual discipline to lead the human rights movement in developing critiques and arguments that are effective and compelling.

Demonstrable personal commitment to subverting patriarchy, power differentials and marginalisation.

Ability to work well with legal and policy experts, media experts, campaigners and advocates, regional experts and researchers, thematic experts and researchers, and the ability to facilitate communication among different parts of the IS and the AI movement.

Accomplished presentation skills which can be adapted to address diverse audiences and media in a compelling manner and in plain language, including on complex legal issues.

Excellent written skills in English as well as publications – both in the scholarly and popular domains – in the area of human rights law and policy. The ability to work to a high professional level in a widely used language (besides English) such as Spanish and/or French will be a significant advantage.

Good judgement and ability to give and receive constructive feedback, impartially weigh different views and to help resolve them in an emotionally intelligent manner.

Commitment and ability to effectively manage and professionally develop the staff in the Programme.

Ability to lead, inspire, motivate and facilitate their own and other teams to collaborate/support one another to deliver integrated and co-ordinated interventions.

Commitment and ability to create an intellectually challenging and supportive work environment for the staff of the programme and the IS.

Experience of both common law and civil law systems will be a strong asset.

Lived experience of human rights abuses, including discrimination and marginalisation, will be taken into account.

Experience of undertaking strategic human rights litigation at the national or international level, would be an advantage.

Experience in fundraising for human rights work would be desirable.



## HOW WE WORK – OUR BEHAVIOURS:

Our organisational culture; which essentially represents how we behave, our working relationships and our ability to collaborate as a movement, underpins everything we do and is pivotal to the success of our impact. Our five behaviours form the basis of the type of culture we want to have in Amnesty:

- **Accountable** - I consistently strive to reach my goals in a thorough, timely way that I can be proud of, and I re-empower others to do the same.
- **Considerate** - I support my colleagues, and try to find out what motivates them to do their best, and what pressures they are under, so that I can consider this when we work together.
- **Creative** - I continuously look for new and creative solutions and encourage others' ideas so that we can adapt and succeed in an ever-changing and uncertain global environment
- **Decisive** - I make sound judgements within my work so that a project or activity can progress with pace and confidence.
- **Respectful** - I treat my colleagues with equality and dignity, and assume they have integrity. I value the different perspectives of my colleagues as well as my own and show them that their contributions and expertise matter.

## EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

Written by: Rajat Khosla

Date agreed: April 2022

