



# Terms of Reference

## Director, Watchlist on Children and Armed Conflict c/o Women's Refugee Commission

### **BACKGROUND:**

The Watchlist on Children and Armed Conflict is an NGO network that monitors and reports on violations against the security and rights of children in specific situations of armed conflict. Watchlist uses this information to urge action by the UN Security Council, other UN agencies and appropriate governments. Watchlist also partners with local NGOs in areas of conflict to provide capacity strengthening support and build sustainable, grass roots monitoring, reporting and advocacy networks related to violations against children in armed conflicts. The Watchlist is housed at the Women's Refugee Commission, a member of the network's international Steering Committee. Watchlist is legally an entity of the Women's Refugee Commission/International Rescue Committee (IRC) and Watchlist staff members are formally employed by IRC.

### **SCOPE OF WORK:**

The director is responsible for managing the overall work of the Watchlist network, with support and guidance from the Steering Committee. The director is responsible for fundraising and grant and budget management. The director is responsible for overseeing all research, writing, report dissemination, partnerships, communications initiatives. The director is also responsible for all advocacy initiatives. The director represents Watchlist with external audiences including media, governments, UN representatives, donors and others. The director manages relations with Watchlist's Steering Committee and the Women's Refugee Commission/International Rescue Committee, which host the Watchlist offices. The director manages a minimum of 3 full-time staff members, as well as relevant consultants.

### **ESSENTIAL JOB FUNCTIONS:**

#### ***Fundraising and Grant and Budget Management***

- Develop and implement annual fundraising strategy for Watchlist network, with goal of building annual operating budget upwards of approximately US\$1,000,000
- Conduct outreach to all potential and current donors, including actively soliciting funds
- Manage and/or carry out preparation of letters of inquiry, concept notes, funding proposals and budgets
- Manage and/or carry out preparation of donor narrative and financial reports
- With Women's Refugee Commission Controller, prepare and manage Watchlist annual budget
- Monitor all grants to date expenditures and oversee tracking of sub-grants ensuring that allocations match scope of grants and Watchlist work plans

***Oversee Watchlist Program Areas (Country Reports, Local Partnerships, Children and Armed Conflict (CAC) Advocacy, Communications)***

- Oversee conceptualization, research, drafting, editing, design, translation, printing and dissemination of Watchlist country reports, policy papers and other publications
- Oversee development and implementation of Watchlist capacity building partnerships, including specific projects with local NGOs, (ie development of project descriptions, budgets, evaluations and logistics)
- Manage and/or carry out development of advocacy strategies related to country specific work and global CAC policies related to UN Security Council and other entities
- Actively seek support of Watchlist objectives from governments, intergovernmental agencies, international organizations, local NGO partners, media and others
- Oversee all media related initiatives, including press conferences, press releases, media advisories, interviews
- Oversee internal communications (ie weekly staff meetings, bi-annual Steering Committee meetings, monthly updates) and external communications systems (ie website, database, listserv)

***Build and Maintain Critical Relationships***

- Build, maintain and oversee contacts and strategic relationships with UN Security Council and Friends of CAC member governments, other relevant governments, UNICEF, Office of the Special Representative for Children and Armed Conflict, OCHA, DPKO and other relevant UN entities
- Act as primary spokesperson for public audiences (media, panels, briefings, conferences)
- Represent Watchlist at meetings with relevant UN and other high level policy officials
- Identify, build and maintain strong relationships with current and potential donors
- Build and maintain strong relationships with Steering Committee members and other NGO partners
- Build and maintain strong partnerships and relationships with the Women's Refugee Commission and the International Rescue Committee

***Staff Management***

- Conduct all recruitment and hiring related activities for Watchlist staff
- Supervise Watchlist Reports Officer, Capacity Strengthening Officer, Program Manager for Operations, Program Specialist and relevant consultants
- Conduct mid-term and end-year performance evaluations for all staff members, develop performance objectives and hold regular meetings with individual staff members
- Oversee recruitment and management of volunteers and interns
- With staff, develop short and long term strategic plans and annual work plans

**Requirements:**

1. Bachelor's Degree + Master's Degree in international affairs, political science, non-profit management or related field
2. Minimum 10 years progressive non-profit work experience, child protection and field experience highly preferred
3. Past experience providing strong political and diplomatic/negotiation skills working with NGOs and governments
4. Knowledge of international human rights and humanitarian law, with specialization in child rights issues
5. Working knowledge of UN system and relevant international and regional organizations

6. Excellent written and spoken English; including grant writing; excellent editing skills. Working knowledge of either French or Spanish or other relevant languages highly desirable
7. Ability to effectively lead and supervise staff and to be flexible and work well under pressure in a fast-paced environment
8. Experience managing complex projects and deadlines involving different partners
9. Previous experience in budgeting, financial reporting and personnel management

**Reports to:** Women's Refugee Commission Director of Protection and Watchlist Steering Committee Chair

**Location:** New York, NY

**Updated:** May 2009

**Deadline to Apply:** June 1, 2009 (or until position is filled)

To apply, submit résumé, a 3 page writing sample and salary requirements online at

[IRC Careers](#) or go to:

<http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=IRC&cws=1&rid=5247>

*The Women's Refugee Commission/ International Rescue Committee considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.*

*The Women's Refugee Commission/ IRC is an equal opportunity employer.*