



Sr. Assistant, Prosecution Development

Who We Are

International Justice Mission (IJM) is a global organization in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Sr. Assistant, Prosecution Development to provide internal and inter-department coordination support for all activities of the Cebu Prosecution Development Team as well as activities that may involve other departments within the Cebu Program Office and the National Office, which include operations, trainings, meetings, data management, partnership events and other development activities for Visayas and Mindanao. The Sr. Assistant (Prosecution Development) also provides technical, coordination and administrative support to the Head of Prosecution Development, Cebu.

This position is based in Cebu, Philippines and reports to the Head of Prosecution Development, Cebu.

Responsibilities

Provide coordination and administrative support for all activities of the Prosecution Development Department including operations, inter-department collaborative activities, prosecution support in the regions and related activities within the timeframe of annual goals.

- Organize trainings, partnership events, meetings and other development activities that may be assigned by the Director of Legal or coordinated with the National Prosecution Development, within the timeframe of annual goals;
- Responsible for consistent and timely data entry and updates on CTMS, OMT, LMT and other databases and data management tools and systems for the Prosecution Development Department;

- Provide technical, coordination and administrative support to the Head of Prosecution Development; and
- Manage assets, tools, supplies of the Prosecution Development Department, including maintaining an organized and efficient electronic and physical filing systems.

Qualifications:

- Graduate of any bachelor's degree;
- At least 2 years of relevant coordination and administrative experience;
- At least 2 years of work experience involving varied government partners; and
- At least 1 year of work experience involving data management.
- Good communication skills – Both oral and written communications;
- Event organizing and coordination skills;
- Advance proficiency in MS Office; especially in Excel, Word, and PowerPoint
- Strong interpersonal and relationship-building skills;
- Organized, detail-oriented, and disciplined with priorities;
- Works well under stress and minimal supervision;
- Punctual, manages time and resources effectively;
- Professional, diplomatic, and mature in judgment and demeanor;

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- Self-starter with strong initiative;
- Disciplined with priorities;
- Strong interpersonal skills and self-awareness;
- Exceptional verbal and written communication;
- Flexible, collaborative and eager to support others;
- Effective team player who fosters collaborative environment; and
- Adept at creative problem solving.

Application Process:

Please submit your updated resume and cover letter in one PDF document to phpeoplesupport@ijm.org on or before 15 July 2024.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.