

ICBL-CMC Job advertisement: Landmine & Cluster Munition Monitor Manager

Position title: Landmine & Cluster Munition Monitor Manager

Location: Geneva/Negotiable

Type of contract: Full-time

Closing date for applications: 30 October 2023

The International Campaign to Ban Landmines-Cluster Munition Coalition (ICBL-CMC) seeks a highly motivated and well-organized person with an interest in humanitarian disarmament and a strong team spirit to manage the Landmine and Cluster Munition Monitor, the monitoring and research arm of the campaigns. The successful applicant will be responsible for the production and dissemination of the annual *Landmine and Cluster Munition Monitor Report*, country profiles, and associated research products.

The position is full-time and preferably based in Geneva, though other locations will be considered. The Landmine & Cluster Munition Monitor Manager will report to the ICBL-CMC Director. Salary is commensurate with experience and qualifications. The ICBL-CMC is an equal opportunity employer, and we encourage persons of all backgrounds to apply.

The primary responsibilities of the position include:

- Oversee the full production, design, and dissemination of Landmine & Cluster Munition Monitor annual reports, country profiles and other research materials through management of a 10+ person team
- Serve as final editor of country profiles, fact sheets, briefing papers, and thematic overviews for Landmine Monitor & Cluster Munition Monitor
- Ensure all research products are completed on time, to the highest quality, and within the approved budget
- Ensure dissemination of Monitor annual reports, country profiles, and other materials via press launches, briefings, social media, and the website, in close coordination with Media & Communications Officer
- Regularly update Monitor website with new research products and recent developments
- Regularly communicate information relating to the Monitor throughout the research network and to the ICBL-CMC more broadly
- Serve as first point of contact for media inquiries related to Monitor findings
- Contribute to identifying innovative and information appropriate media/platforms for effectively sharing Monitor research with key audiences
- Coordinate the Monitor Editorial Team's expert input to ICBL-CMC policy documents, position papers, and responses to requests for data and analysis from external partners
- Manage the Editorial Team and all other researchers and consultants, including hiring, contracting, and day-to-day oversight

- Support fundraising for the project by drafting grant proposals, narrative reports, and financial reports, in coordination with the ICBL-CMC Director.

Desired skills and qualifications:

- A master's degree in political science, international development, international relations, or a related field
- Excellent writing and editing skills in English, with additional languages an asset
- Strong time-management and organizational skills, with a keen attention to detail
- Proven ability to function well under pressure and handle numerous tasks simultaneously on tight deadlines
- Proven capacity to communicate and collaborate with multi-cultural, multi-lingual groups
- A minimum of five years' experience in the design and execution of major research projects, preferably in the NGO sector
- Significant experience managing a team, including hiring and overseeing several staff or consultants
- Excellent computer skills including advanced knowledge of the Microsoft Office products and Adobe suites, and proficiency in various CMS platforms
- Experience managing and updating websites
- Knowledge of landmines and cluster munitions issues highly desirable.

How to apply: Please send a detailed cover letter, CV, and contact information for two references to jobs@icblcmc.org by **30 October 2023**. In the subject line, please mention the position for which you are applying. Please note that only short-listed candidates will be contacted.

About the ICBL-CMC:

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions. We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims' rights and needs. To this end we monitor, analyze, and report on the progress of the 1997 Mine Ban Treaty (MBT) and the 2008 Convention on Cluster Munitions (CCM) and advocate for universal adherence to, and implementation of, these conventions.

ICBL-CMC members, including landmine and cluster munition survivors, take action in around 100 countries. We work in an inclusive manner with these member organizations in a coordinated and flexible network supported by a small team of staff and consultants. The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

Further information on the ICBL-CMC is available at <http://www.icblcmc.org/> and at <http://www.icbl.org/en-gb/about-us/what-we-do/annual-reports.aspx>.