

ICCT has a vacancy for:

Senior Portfolio Manager

Start date: 1 March 2015

Working hours: 1 FTE

Location: The Hague, the Netherlands

Salary: Salary conforms with *Bezoldigingsbesluit Rijksambtenaren* and dependent on knowledge and experience; maximum pay scale 12

About ICCT – The Hague

The International Centre for Counter-Terrorism – The Hague (ICCT) is an independent knowledge centre that focuses on information creation, collation and dissemination pertaining to the preventative (Prevention Pillar) and international legal aspects (Rule of Law Pillar) of counter-terrorism, including matters pertaining to Foreign Fighters. The Centre works on themes at the intersection of countering violent extremism and human rights and rule of law-related aspects of counter-terrorism, including such domains as de- and counter-radicalisation, rehabilitation and reintegration of violent extremist offenders, the role of civil society actors and victims in countering violent extremism, and effective rule of law based approaches to investigation and prosecution of (suspected) terrorists.

ICCT is supported by a unique partnership comprising three renowned institutions based in The Hague: the [T.M.C. Asser Instituut](#), the [Netherlands Institute of International Relations 'Clingendael'](#) and the [Centre for Terrorism & Counterterrorism of Campus The Hague / Leiden University](#).

Position summary

To help consolidate and expand the Centre as an international centre of excellence, ICCT seeks an experienced Senior Portfolio Manager. S/He will be responsible for the acquisition, initiation, negotiation, design, implementation, monitoring and reporting of ICCT activities. The incumbent will oversee both core (policy relevant research and dissemination) activities and externally-funded projects. Networking and representation of the Centre in various settings is an important element of this function, involving frequent travel abroad.

Additionally, the Senior Portfolio Manager will work closely with the Director and ICCT Fellows to further the strategic planning and direction of the Centre. S/He will also assist in managing the day-to-day business of ICCT, including the Centre's finances, developing and supervising work planning of various staff and fellows.

The Senior Portfolio Manager reports directly to the ICCT Director, supervises the Portfolio Manager, project staff and external consultants, and works closely with the Research & Visiting Fellows.

Tasks and responsibilities

- Overseeing ICCT's expanding programme portfolio development and management, including: acquisition, initiation, design, negotiation, implementation, monitoring and reporting of activities (including projects, research papers, commentaries, events);
- Supervising the work and planning of relevant project staff, Research Fellows, external consultants and the Portfolio Manager in the different ICCT projects;
- Networking and representation of the Centre in various (international) settings;
- External relations management with a growing number of national and international partners;
- Media engagement
- Overall and project-specific financial management pertaining to the Prevention programme;
- Grant and proposal writing, including complex multi-lateral institution applications and accreditation;
- Other duties as requested.

Experience/key competencies/knowledge requirements

Experience:

- At least 10 years' relevant experience in complex project and/or portfolio development and supervision, preferably in the context of Preventative or Rule of Law-based Counter-Terrorism related programmes
- Proven programme management skills including coordinating the work of a diverse group of colleagues
- Excellent proposal and grant writing skills
- Proven track record in developing, acquiring and managing multiple complex projects
- Proven track record of budget creation, supervision and consolidation
- Past experience representing an organisation at international and high-level events is an asset

Key competencies:

- Strategic manager
- Excellent networking and representation skills
- Proven organisational skills; ability to manage and prioritise tasks
- Excellent interpersonal, communication and writing skills
- Initiative, creativity and adaptability
- Sensitivity to working in an international, diplomatic environment
- Attention to detail, flexible, ability to work independently and under pressure, high level of integrity

Other:

- A Master's Degree in a related discipline – international law, political science, public administration, international relations, psychology, security studies.
- Excellent command of English, other languages (especially Dutch, French and/or Arabic) are an advantage;

- Excellent computer skills including Microsoft and Adobe suites as well as web content management systems;

The candidate must be willing to work flexible working hours and to participate in ICCT evening events and travel abroad.

Contact details

Interested candidates eligible to live and work in the Netherlands are requested to submit their curriculum vitae and motivation letter in English to Ms. J.J.G. Geenen (jgeenen@icct.nl). Deadline to submit applications is **Monday 26 January by 12.00 noon CET**. Further information about the position and procedure can be obtained from Ms. J.J.G. Geenen (jgeenen@icct.nl).

Interviews will take place in February 2015 with the candidate preferably starting on **1 March 2015**.

ICCT appreciates all expressions of interest but only short-listed applicants will be contacted.