



CALL FOR OPEN POSITION
TRIAL International – Office in
Bosnia and Herzegovina

POSITION	Head of Program in Bosnia and Herzegovina
PLACE OF WORK	TRIAL International – Office in Sarajevo
EMPLOYMENT RATE	full time position, 100 %

JOB DESCRIPTION

As Head of Program (HOP), the candidate will oversee the following tasks:

Strategic leadership and development of the BIH programme

- Leads on the creation of the long-term strategy for the BIH programme, in a participatory manner and reflective of organisational strengths and track record
- Lead the process on local registration and possible localization of the BIH office
- Responsible for implementing the agreed strategy for the BIH programme, updating the strategy as appropriate with approval from the Management Team and/or Board
- Leads on the development of annual plans in line with the strategy
- Reporting to the Management Team and/or Board on progress against defined objectives and targets
- Leads on setting, updating and over-seeing the implementation of specific programme strategies
- Ensures compliance with all Bosnian laws applicable to the BIH Programme including statutory and fiscal reporting and all policies at the organisational and programme level
- Builds and maintains relationships with external stakeholders in ways that support the mission and strategy of the BIH programme
- Leads on development and execution of fundraising strategies, in concert with HQ
- Leads or delegates writing of projects and narrative reports for donors

Coordination and collaboration with HQ

- Represents BIH programme in organisation wide meetings and processes
- Responsible for coordination and collaboration with HQ in processes where their input, feedback or approval is needed
- Responsible for information sharing between Programme and HQ
- Providing inputs and contributing to organisation wide processes

Representation and external communication

- Cultivates relationships with donors, partners, and stakeholders, and oversee reporting to donors and partners
- Builds and maintains strong relationships with partners and key stakeholders
- Represents the organization at public events, conferences, and meetings internationally, in concert with HQ
- Advocates for the organization's mission and objectives

Human resources management

- Fosters a positive organisational work culture that promotes teamwork and excellence
- Leads on human resources planning and budgetary allocation for salaries
- Leads on recruitment and onboarding of staff in line with HR plans
- Responsible for TRIAL BIH application of labour and relevant laws, as well as TRIAL regulation and policies
- Implements TRIAL BIH performance practice
- Supervises key staff (e.g Legal Coordinator, Program Officer and Communications officer)
- Provides direct reports with regular constructive feedback
- Provides support/advice to staff who have direct reports themselves
- Leads on the coordination and collaboration within team through implementing collaboration, communication, meeting and feedback practices

Financial management and reporting

- Develops and manages the organization's budget
- Reviews project budgets to ensure they are in line with TRIAL BIH staffing and professional development needs
- Ensures financial sustainability and responsible fiscal management
- Ensures all the reporting is done timely and in accordance with rules and regulations and oversees financial reporting to the donors

Monitoring, evaluation, learning (including quality control)

- Monitors and evaluates program effectiveness and impact
- Conduct regular assessments and evaluations to identify areas for improvement
- In charge for quality control of communication products (publications, reports, press releases, etc)

Security

- Contribute to ensuring the security of team, beneficiaries and partners.

CONDITIONS, QUALITIFCATIONS AND WORK EXPERIENCE

Education:

- University degree and/or master's degree in political sciences, law or other related disciplines

- Training in and/or good understanding of international human rights law and/or in international criminal law

Work experience:

- Minimum 10 years of professional experience in the promotion and protection of human rights and/or related areas
- Proven track record in advocacy at national, regional and international level
- Previous experience and proven track record in team management
- Strong understanding of the national, regional and international political context and key stakeholders, particularly in the themes of TRIAL International
- Experience liaising with national authorities, civil society and the international human rights system and mechanisms.
- Experience in transitioning programs towards full local leadership and accountability
- Experience in change management
- Previous experience and track record in fundraising and strategic planning
- Track record of successfully managing multiple large-scale projects
- Previous experience in representational roles

Language:

- Native in one of the official languages of BiH
- Excellent command of English (oral and written)

Technical competencies:

- In-depth knowledge of international and regional human rights treaties and of the mandate and functioning of international and national human rights bodies
- Strong leadership and people management skills
- Proven skills in planning, budgeting for and executing complex program plans and strategies
- Excellent written and verbal communication skills across all levels
- Strong negotiation and decision-making skills, ability to challenge and influence at all levels
- Good delegation skills and commitment to deadlines and quality
- Strong analytical skills, and ability to articulate them both orally and in written.
- Ability to operate under pressure and tight deadlines, ability to analyze problems and devise courses of actions
- Excellent organization and planning skills
- Strong computer literacy skills (command of Office suite)

Soft skills / competencies:

- Highest standards of moral and ethical conduct and integrity, including respect for confidentiality
- Proven high level of stress management in rapidly changing situations
- Strong interpersonal, networking and diplomatic skills
- Ability to work collaboratively with colleagues to achieve organizational goals, including conscientious and efficiency in meeting commitments, observing deadlines and achieving results.

- Ability to show persistence when faced with challenges and address them constructively

We offer a good working conditions in positive and dynamic surroundings that gives an opportunity for personal growth and additional development of work competences.

APPLICATION

If you are interested in this position, apply by **30th April 2025**, by sending necessary documents to the e-mail address: recruitment_bih@trialinternational.org titled “Application for Head of Program in Bosnia and Herzegovina”.

- Motivational letter
- CV

Only complete applications will be reviewed, and only short-listed candidates will be contacted.

RECRUITMENT PROCESS

- Deadline for application - 30th April 2025
- Written test - in the week of 5th May 2025
- 1st round of the interviews – 13th May 2025 -14th May 2025
- Final round of interviews – 19th May 2025 - 20th May 2025

ABOUT THE ORGANIZATION

TRIAL International is a non-governmental organization fighting against impunity for international crimes and supporting victims in their search for justice. The organization provides legal aid, files cases, develops local capacities and advocates the human rights agenda.

For more information, visit TRIAL International website at: www.trial.ba and www.trialinternational.org, and FB page.