

## **HIRING: PROGRAM ASSOCIATE**

**Position Title:** Program Associate Consultant, Government Engagements  
**Location:** Preferably New York City or in Sub-Saharan Africa (remote arrangement possible)

### **About International Senior Lawyers Project**

Founded in 2000, International Senior Lawyers Project (ISLP) is an independent non-profit organization that mobilizes top-tier *pro bono* legal services to advance the rule of law and international development that is more sustainable, inclusive, and accountable. Our clients are governments, civil society actors, and social enterprises. Practice areas include: natural resources management; investment and trade; taxation; accountability and transparency/anti-bribery and anti-corruption; community-inclusive development; media law and freedom of expression; and social enterprises and innovative finance.

### **Position Summary**

The Program Associate Consultant (“Program Associate”) will directly contribute to ISLP’s mission and program objectives, particularly as they relate to government-client engagements involving key practice areas including natural resources management, taxation, investment, trade, and public health. They will be responsible for managing projects from initial scoping through implementation and evaluation, working closely with government clients and volunteer lawyers on *pro bono* engagements. The Program Associate will report to and collaborate closely with the Director for Sustainable Development and, on certain matters, with the Senior Legal Program Officer for Government Engagements. As a central part of the program team, the ideal Program Associate for Government Engagements would enjoy the challenge and rewards of fast-paced mission-driven project management, working directly with a spectrum of stakeholders from the public and private sectors in different countries, and engaging substantively on consequential matters impacting economic development. It is anticipated that the Program Associate will spend approximately 35-40 hours per week in fulfilling the obligations under this service. The particular amount of time may vary from day to day and from week to week. This is initially a one-year consultancy engagement with the hope of extension/renewal.

### **Key Responsibilities**

#### *Project Management and Development*

- Work closely with clients, primarily government ministries and agencies, to identify legal needs and craft responsive, impactful, and achievable scopes of work for ISLP projects;
- Identify and facilitate appropriate volunteer placements that suit project needs;
- Research and prepare project proposals, including narrative and budgets;
- Research and prepare due diligence memos on certain countries of programmatic interest to ISLP;
- Review and/or help prepare documents such as terms of reference, memoranda of understanding, engagement letters;
- Regularly communicate with clients and volunteer attorneys to ensure proper and timely project implementation;
- Evaluate and report on projects using relevant monitoring and evaluation processes and metrics;
- Provide support and oversight as needed for programming activities such as webinars or workshops;
- Cultivate and engage ISLP’s network of lawyer volunteers.

#### *Support and Drive Organization Priorities*

- Participate in weekly calls with ISLP team to coordinate prospective and ongoing projects and activities;
- Contribute substantive content for ISLP publications and communications;
- Conduct and/or supervise research regarding potential new jurisdictions and project development;

- Participate and contribute to fundraising initiatives including drafting and editing grant proposals;
- Edit reports and memoranda for Board of Directors and external partners;
- Keep abreast of developments in the field and participate in relevant webinars and professional conferences/webinars to advance institutional expertise and organization's profile; and
- Other related duties as they may be assigned.

### **Qualifications, Skills & Experience**

- An advanced degree in law or other discipline relevant to ISLP's work (e.g., international development, economics, international taxation, public policy, international affairs).
- Minimum 3-5 years work experience in a related subject matter area and with demonstrated project management experience.
- Experience working/interacting with government ministries in the Global South is especially helpful.
- Excellent professional written and oral communication skills in English. Fluency/ability also to work in French is strongly desired.
- Sound judgment, strong analytical skills, and polished drafting.
- Superb organizational skills and adaptability, including attention to detail and ability to effectively manage projects in different time zones; with competing deadlines and different time zones.
- Demonstrated ability to supervise projects independently, prioritize among and meet competing deadlines, and also work collaboratively,
- Understanding of and commitment to ISLP's mission and to sustainable economic development;
- Cultural competence, integrity, and a diplomatic personality, adept at working effectively with a wide range of stakeholders and constituencies.
- Collegiality, professionalism, and good nature -- an earnest sense of collaboration, adaptability, and resourcefulness.
- Ability to travel if required for project development or monitoring and evaluation.

### **Compensation**

Consultant fee is USD \$40,000-60,000 annual, commensurate with experience and work location of the Program Associate. The Program Associate shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this position.

### **How to Apply**

[Click here](#) to submit your CV/Resume, cover letter, and two professional references.

Note: Applications will be considered on a rolling basis and early application is strongly encouraged.

***ISLP is a workplace that genuinely values inclusive diversity and trust-based collaboration. Employment, consultancies and promotional opportunities are offered without regard to race, religion, gender identity or expression, age, sexual orientation, disability, or any other protected characteristic as established by law.***