

The T.M.C. Asser Instituut is a research centre for international and European law with a high public and international profile. Its mission is to contribute to the development of international and European law by conducting independent fundamental research, policy-oriented research, and commissioned research, as well as by initiating and facilitating academic and expert meetings, (professional) education, and public events with a view to disseminating knowledge of international and European law.

The institute is seeking to fulfill the vacancy of an

**Initiative Coordinator for the  
Global Counterterrorism Forum (GCTF) Administrative Unit**

**Starting date:** 1 October 2017

**Location:** The Hague, the Netherlands

**Appointment:** 1 FTE = 38 hours

**Salary:** In accordance with the Collective Employment Agreement of the Dutch Universities (Scale 10) and dependent on knowledge and experience.

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**Position summary**

We seek a hands-on Initiative Coordinator with experience in the fields of counter-terrorism, countering violent extremism and international relations, as well as negotiations and project management. The successful candidate will be responsible for coordinating the meetings and other gatherings of the GCTF Initiatives, as well as providing substantive and project support to the Initiatives Co-Leads and the Forum's Co-Chairs. The Initiative Coordinator will report to the Head of Unit of the GCTF Administrative Unit. (S)he will be willing and able to work irregular working hours and undertake frequent travel abroad.

The position will be for a period of 2 – 2.5 years. The T.M.C. Asser Instituut will be the formal employer of all GCTF Administrative Unit staff and their salaries and benefits will be in accordance with the employment conditions of this institute.

## **Tasks and responsibilities**

The Initiative Coordinator will be responsible for:

1. Liaising with and providing support to the GCTF Co-Chairs, Initiative Co-Leads, GCTF Members, and GCTF partners joining the Initiatives;
2. (Supporting the) planning, monitoring and evaluating of GCTF Initiative activities;
3. Supporting and traveling to GCTF Initiative events, assisting Initiative Co-Leads and host countries with the various substantive, administrative and logistical requirements;
4. Participating in co-ordination and implementation, including practical advice to the Initiative Co-Leads on how to best take off new Initiatives and their activities;
5. Coordinating (new) Initiatives, and their focus, aim, and deliverables within the larger GCTF (WGs) Framework;
6. Cooperating closely with the GCTF Administrative Unit Event Managers per GCTF Initiative event;
7. Other tasks as assigned by the Head of Unit.

## **Requirements**

### *Experience*

- At least a Master's Degree in one of the following: political science, international law, development studies, international relations, security studies or a related field;
- Project management experience;
- Experience with information analysis and reporting;
- Experience representing an organization at international and high-level events and/or workshops;

### *Skills / Competences*

- Strong analytical skills;
- Excellent planning, time-management, negotiation and organizational skills;
- Result-oriented and pro-active;
- Excellent communication and interpersonal skills (verbal and written);
- Excellent networking and representation skills;
- Flexible, able to multi-task with the ability to perform under pressure;
- High level of integrity;
- Willing to working the hours related to the events at international locations and able to frequently travel internationally to run Initiative events;
- Intercultural sensitivity;
- Excellent command of English – written and oral, and proficiency in other languages (French and/or Arabic) is a distinct advantage;
- Excellent computer skills including Microsoft and Adobe suites as well as web content management systems and the use of social media;
- Collaborative and supportive approach to teamwork; as well as an ability to work independently with minimum supervision;
- A good sense of humor.

## Contact details

For more information about the offered position, you can contact Ms. Christina Hillenaar, Head of Unit of the GCTF Administrative Unit ([c.hillenaar@thegctf.org](mailto:c.hillenaar@thegctf.org)).

Interested candidates eligible to live and work in the Netherlands are requested to submit their curriculum vitae and a motivation letter in English and in MS-Word via e-mail to Mr. Julien Simon ([j.simon@asser.nl](mailto:j.simon@asser.nl)), mentioning "GCTF Initiative Coordinator" in the subject line.

Deadline to submit applications is 15 August 2017 by 12.00 noon CET. Interviews will take place thereafter, with the successful candidate preferably starting work on October 1, 2017.

Acquisition for this job offer is not appreciated.

## About the GCTF

The Global Counterterrorism Forum (GCTF) was established in 2011 as a pragmatic, informal and action-oriented platform. Its overarching and long-term goal is to *reduce the vulnerability of people everywhere to terrorism by effectively preventing, combating, and prosecuting terrorist acts and countering incitement and recruitment to terrorism*. It provides a venue for national counterterrorism (CT) officials and practitioners from 29 Member States, the European Union and non-GCTF members, to meet with their counterparts from key countries and agencies in different regions, to share CT experiences, expertise, strategies, capacity needs, and capacity-building programs. It prioritizes civilian capacity building in areas such as rule of law, border management, and countering violent extremism.

The United Nations is a close partner of the GCTF and a regular participant in its activities. A core part of the Forum's mission is to support the implementation of the UN Global Counter-Terrorism Strategy around the globe and it places particular emphasis on working closely with the United Nations and other relevant multilateral bodies. The GCTF maintains an inclusive, even-handed, and transparent approach to its work while continuing to be an informal, action-oriented, and flexible platform committed to ensuring that it attracts the most capable and experienced CT policymakers and experts to the table. By doing so, it operates consistent with and complementary to the United Nations and other international and regional organizations.

The 30 founding members of the GCTF are: Algeria, Australia, Canada, China, Colombia, Denmark, Egypt, the European Union, France, Germany, India, Indonesia, Italy, Japan, Jordan, Morocco, The Netherlands, New Zealand, Nigeria, Pakistan, Qatar, Russia, Saudi Arabia, South Africa, Spain, Switzerland, Turkey, the United Arab Emirates, the United Kingdom, and the United States. Additionally, some 200 non-member organizations and countries have participated in one or more GCTF activities. Experts from a number of such organizations have worked closely with the GCTF and participated in its activities, including the African Union, the Association of Southeast Asian Nations, the Council of Europe, , the Institute for Security Studies, the Institute for Strategic Dialogue, The Intergovernmental Authority on Development, the Organization of American States, the Organization for Security and Cooperation in Europe.

## **Thematic and regional focus areas**

While the official GCTF structure is based on a set of two regional capacity-building working groups and four thematic working groups, the GCTF now covers a wide range of overarching and interrelated issues:

- Addressing the "foreign terrorist fighters" (FTF) problem, including the potential threat of returning FTF;
- Promoting criminal justice responses to terrorism grounded in human rights and the rule of law;
- Supporting multi-sectorial approaches to countering violent extremism, including community engagement and community-oriented policing;
- Establishing ways to prevent and counter violent extremism online through strategic communications, including ways to cooperate with the private sector;
- Developing approaches to facilitate the protection of 'soft target' locations, including ways to cooperate with the private sector;
- Rehabilitating and reintegrating violent extremist offenders;
- Supporting efforts to address instability in the Sahel and Horn of Africa regions;
- Inspiring and supporting new international centers and initiatives to address critical challenges;
- Developing a worldwide network of civilian CT practitioners;
- Catalyzing implementation of the United Nations framework for countering terrorism.

## **Structure**

The GCTF consists of four thematic and two regional expert-driven Working Groups, a number of Initiatives on more specific topics, and an Administrative Unit based in The Netherlands. Aside from frequent Working Group meetings and Initiative's workshops, the GCTF convenes through the biyearly Coordinating Committee Meetings, and the yearly Ministerial Meeting. The GCTF is co-chaired by The Netherlands and Morocco.

## **About the Administrative Unit**

The GCTF Administrative Unit provides a coordination and support function and enables GCTF Members to drive the agenda of the Forum's activities. The Administrative Unit – consisting of a Head of Unit, Event Managers, Program Managers, and an Initiative Coordinator - has been very efficient and successful, preparing framework documents and supporting a diversity of workshops and meetings. The Administrative Unit finds itself in a dynamic field, with the increasing demands from GCTF members for enhanced capabilities and support, both on an administrative and substantive level.