



Vacancy announcement

Head of Unit, Administrative Unit, Global Counterterrorism Forum (GCTF)

Starting date: 1 September 2022

Location: The Hague, the Netherlands

Appointment: 1 FTE = 38 hours

Salary: In accordance with the Collective Employment Agreement of the Dutch Universities (Scale 13, gross per month ranging from €5294 to €6444), dependent on knowledge and experience.

T.M.C. Asser Instituut

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The GCTF (<https://thegctf.org>) is an informal, apolitical, multilateral, civilian-led counterterrorism (CT) platform that contributes to the international architecture for addressing terrorism and violent extremism conducive to terrorism. The Forum's overarching and long-term goal is to reduce the vulnerability of people everywhere to terrorism by mobilizing expertise and resources to effectively prevent, combat, and prosecute terrorist acts and counter incitement and recruitment to terrorism.

The Forum is well positioned to reflect global concerns. To strengthen its reach and knowledge base, the Forum draws upon a diversity of partners to complement and/or supplement the experience and expertise of its members. This includes non-GCTF member states, the three GCTF Inspired Institutions (Global Community Engagement and Resilience Fund (GCERF), Hedayah, and the International Institute for Justice and the Rule of Law (IIJ)), the United Nations Global Counter-Terrorism Coordination Compact members and observers, regional and sub-regional intergovernmental organizations, academic experts; and civil society representatives.

Since its launch in 2011, the GCTF has proven itself as a valued and practical platform for CT officials and practitioners around the world to share expertise and strategies and to develop widely applicable good practices and tools. The Forum facilitates frank and open discussions among stakeholders, bringing together experts and practitioners from around the world. This is a result of its anticipatory and nimble approach to identifying and addressing emerging trends. Supporting the implementation of the United Nations' Global Counter-Terrorism Strategy and relevant Security Council resolutions also remains key to the GCTF's future agenda.

The GCTF's mission is to contribute to diminish terrorist recruitment and increase countries' civilian capabilities for dealing with terrorist threats within their borders and regions. The GCTF works with partners around the globe to identify critical civilian CT needs, mobilize the necessary expertise and resources to support capacity building, and enhance global CT cooperation.

Central to the Forum's overarching mission is the promotion of a strategic, long-term approach to prevent and counter terrorism and the violent extremist ideologies that underpin it. The GCTF develops non-binding good practices and tools for policymakers and practitioners to strengthen CT civilian capabilities, national strategies, action plans, and training modules.

The [GCTF Administrative Unit \(AU\)](#) is integral to developing, facilitating, and managing the execution of GCTF policies, procedures, and activities. The GCTF AU carries out the overarching, day-to-day operations of the Forum and provides the necessary analytical, administrative, and logistical support to the GCTF Coordinating Committee and its Working Groups and Initiatives.



The GCTF AU supports the overall management of GCTF-hosted activities, coordinating with and providing guidance to the GCTF Co-Chairs and Working Group Co-Chairs, Initiative Leads and GCTF activities Implementing Partners. It is responsible for maintaining oversight of GCTF procedures and practices. It develops, facilitates, and manages the sharing of information among GCTF Members and, as appropriate, other relevant stakeholders of their relevant (national) practices and programs, GCTF Framework Documents, and information regarding GCTF activities.

The GCTF AU liaises with GCTF member states, in consultation with the GCTF Co-Chairs.

It coordinates the promotion of GCTF tools with the three GCTF Inspired Institutions.

The GCTF AU is responsible for the Forum's day-to-day relationship with relevant agencies within the United Nations system—primarily through the Secretariat of the UN Global Counter-Terrorism Coordination Compact—to coordinate activities, to identify complementarities, and to foster transparency.

The GCTF AU also supports strengthening outreach to regional and sub-regional organizations mandated to prevent and counter terrorism and violent extremism conducive to terrorism that reinforces priorities of regional partners and the mandates of regional and sub-regional organizations.

Please visit the GCTF website for more information, including these explainer videos:

[What is the GCTF? \(Arabic | French\)](#)

[Get to know the GCTF Administrative Unit \(Arabic | French\)](#)

The T.M.C. Asser Institute (www.asser.nl) is a research centre for international and European law with a high public and international profile in The Hague. 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 T.M.C. Asser Instituut is the legal representative and hosting organization of the Global Counterterrorism Forum's Administrative Unit.

Position summary

The T.M.C. Asser Instituut is seeking a hands-on, senior manager with extensive experience in international relations, multilateral negotiations and project management with proven experience in the fields of counterterrorism and countering violent extremism conducive to terrorism.

The successful candidate will have significant supervisory experience as they will be responsible for managing the GCTF AU, which is located in The Hague. This team has approximately 10 staff.

The Head of Unit will work directly with and under the guidance of the GCTF Co-Chairs and will report to the Managing Director of the T.M.C. Asser Instituut. The individual is expected to be willing and able to work irregular working hours and undertake frequent travel abroad. The individual is highly proficient in written and spoken English and has good organizational, intercultural and interpersonal skills.

The position will be for a period of two (2) years with the possibility of extension pending the development of the GCTF. The University of Amsterdam/T.M.C. Asser Instituut is the formal employer of all GCTF Administrative Unit staff. The salary and benefits are in accordance with the employment conditions of the Collective Labor Agreement for Dutch Universities and the Institute.

Tasks and responsibilities

The Head of Unit will be responsible for:

Liaising with and providing support and guidance to the GCTF Co-Chairs, Working Group Co-Chairs, Initiative Leads and GCTF Members more broadly, and facilitating external relations, outreach and partnerships;



Communication with the European Union and other donors providing funding for the GCTF AU;

Overall planning, monitoring and evaluation of GCTF AU activities;

Overall substantive coordination, including reporting and policy analysis, and advice on capacity development and training activities;

Developing methodologies and indicators to monitor and evaluate the impact of policies;

Organization and coordination of work processes of Working Groups and the AU;

Oversee and contribute to the planning and delivery of GCTF activities around the world;

Overall communications and outreach management: responsible for all strategic communications and public affairs and related tools;

Overall knowledge management: maintaining and improving/expanding GCTF information management systems;

Oversight of office administration and operations;

The Head of Unit (and all other GCTF AU team members) coordinate the planning and delivery of GCTF activities in coordination with the GCTF Co-Chairs, Working Group Co-Chairs, Initiative Leads, implementing partners and host countries with the various analytic, administrative and logistical requirements. Similarly, they participate in GCTF activities, whether virtual or in person.

Requirements

Qualifications and skills

At least a Master's Degree.

Competencies

Strategic management;

Inclusive leadership;

Intercultural sensitivity;

Results oriented;

Enhanced personal management skills: flexible, ability to perform under pressure, high level of integrity;

Good planning and organizational skills;

Persuasive communication skills (oral and written);

Excellent networking and representation skills;

Excellent command of English;

Proficiency in other GCTF languages (French and/or Arabic) is a distinct advantage. Proficiency in Dutch is an asset.

General professional experience

Minimum eight (8) years of experience that is applicable to this assignment;

Previous experience leading international, multicultural and multidisciplinary teams;

Proven track record of working with governmental and/or international and/or regional officials and organizations;



Experience in managing EU funded projects is an asset.

Specific professional experience

At least five (5) years of professional experience in areas related to GCTF activities;

Proven experience in countering terrorism and/or violent extremism conducive to terrorism or in related fields would be considered an advantage;

Substantial experience in initiating or renewing organizational guidelines, policies and procedures;

Experience in providing policy and programming advice to a range of interlocutors;

Understanding of multilateral negotiations. Experience in multilateral organizations or processes or in supporting multilateral negotiations is an advantage/asset;

Demonstrated ability to design, direct and review communications and outreach activities, including public affairs, stakeholder relations, and liaison with partners;

Significant human resource management: including recruitment, supervision, coordination and appraisal of a diverse team of professionals;

Proficiency in budget creation, monitoring and consolidation;

Experience representing an organization at high-level, international activities.

Contact details

For more information about this position please send an email to Gert Grift, Managing Director T.M.C. Asser Instituut (g.grift@asser.nl)

Interested candidates eligible to live and work in the Netherlands are invited to submit their curriculum vitae and motivation letter in English (email only) referencing GCTF AU Head of Unit in the subject line of your email to T.M.C. Asser Instituut, att. Mr. Julien Simon, Head of Operations & Special Projects (j.simon@asser.nl).

Deadline to submit applications is 1 June 2022 by 12.00 noon CEST. Interviews will take place thereafter, with the successful candidate preferably starting on 1 September 2022.

While we appreciate all expressions of interest, only shortlisted applicants will be contacted. Employment agencies should not submit applications.