

The Human Trafficking Institute

Country Programme Coordinator (Belize)

Job Description | October 2020

Institute's Mission

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

General Description

The Country Programme Coordinator will work directly under the supervision of the Institute's Special Counsel (Belize) to coordinate training and other activities to support Government of Belize (GOB) anti-trafficking efforts. This position will be heavily engaged in supporting elements of the criminal justice system involved in the investigation, prosecution and adjudication of trafficking in persons cases. It will also involve providing legal research, writing assistance, and data collection on TIP cases and other projects as directed.

Responsibilities

- Manages in-country logistics for regional and national trainings of Belize government officials.
- Under the guidance of US and Belize-based Institute staff, prepares a variety of resources and training materials for government officials related to human trafficking issues in the Belizean criminal justice system.
- Assists in preparing for and conducting human trafficking knowledge and skills-based trainings to a variety of Belizean audiences.
- Support and conduct legal research for the specialized human trafficking investigation and prosecution units and the courts that hear human trafficking cases.
- Maintains organized reports and detailed data regarding human trafficking cases in the Belizean System.
- Conducts legal research and writing on TIP cases and other TIP related matters in Belize and the wider Latin America and Caribbean region.
- Attends trafficking in persons trials in Belize to observe proceedings and provide summary reports for the Institute.
- Coordinates meetings and maintain relationships between the Institute and key Belizean government and non-government stakeholders.
- Develops relationships with other key anti-TIP stakeholders as necessary.
- Maintains confidentiality of privileged and sensitive information.
- Establishes and maintain positive staff and public relations image.
- Attends meetings, retreats, and other Institute events as necessary.
- Carries out additional assignments at the direction of the designated Institute supervisor.

Qualifications and Experience

- Bachelor's degree in law, criminal justice, criminology, or other related discipline from a recognised and accredited University.
- Must have a passport and the ability to obtain a Visa for occasional travel to the United States.

- Ability to establish and maintain effective working relationships with other professionals across disciplines, to include investigators, prosecutors, NGO partners, and others.
- Excellent written and verbal communication skills.
- Strong analytic skills.
- Ability to quickly and independently produce a professional work product.
- Experience managing multiple tasks.
- Self-motivated and articulate.
- Organized, meticulous attention to detail.
- Experience with Microsoft Word and legal research tools.
- The applicant should have a keen interest in trafficking in persons issues and ability to communicate the Institute's vision and mission to government officials and other stakeholders.
- Preference will be given to a Belizean or CARICOM national or graduate from a Caribbean University.
- Knowledge and training in Research Methods, Legal Research and Analysis, Rules of the Supreme Court and Supreme Court Protocol is an asset.
- Being a member of the legal bar or awaiting Bar Call in any Caribbean territory is an asset.
- Master's degree in human rights, migration, law, criminal justice, criminology or another related discipline is an asset.

Critical Qualities

- Attention to detail
- Disciplined with priorities
- Personable
- Mature judgment, discretion and humility
- Professional presentation in demeanor, written and oral communication
- Works well under stress
- Strong ethic of service
- Sustained positive attitude
- Available for work-related travel within and outside of Belize
- Passion for the Institute's goals

Duty Post

- Belmopan, Belize, Central America

To Apply

This full-time position is based in Belmopan, Belize, Central America. However, through December 31, 2020, the Institute has established a work remote structure due to COVID-19. This is subject to change based on new and changing information.

Applicants should submit a cover letter, resumé, and three references to Kenneth Hadley at Applications@TraffickingInstitute.org. Applications will be accepted until the position is filled.