INTERNATIONAL JUSTICE MISSION®

Investigations & Law Enforcement Development Program Specialist

IJM

Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. IJM has implemented a collaborative approach to combating violence against those vulnerable for the last 23 years in 30 countries around the world, including Africa, Asia, Europe, North and South America, collecting international best practices in tackling human trafficking. The capacity building model of criminal justice system transformation implemented by IJM includes individual support for survivors, support for government initiatives and jointly proposing policy changes to strengthen criminal justice systems (CJS) to respond effectively to human trafficking.

IJM's European Anti-Trafficking Program (EATP) is working to combat cross-border trafficking in Europe, focusing on key routes of trafficking from Eastern Europe to Western Europe. The EATP is working to strengthen cross-border collaboration between law enforcement agencies to ensure a full continuum of care for victims. Based in Romania, IJM's EATP is expanding operations to Poland to scale protections for victims who are trafficked from and through Poland.

Position overview:

Following the opening of IJM's new office in Poland, we are seeking a dedicated Investigations & Law Enforcement Development Program Specialist who will oversee the Casework Team in providing assistance to victims of human trafficking in Poland. The Investigations & Law Enforcement Development Program Specialist will be responsible for coordinating all IJM casework activities in Poland in cases of human trafficking. The position will liaise with respective Polish and other regional law enforcement bodies including police, prosecution, social services and other statutory bodies combatting human trafficking.

The Law Enforcement Development Program Specialist will develop new best practices for the field level operations team and will guide and manage the team to secure the best outcomes for survivors and to ensure that perpetrators are held accountable. The Investigations & Law Enforcement Development Program Specialist will support the Poland Program Office Security Plan development with support from EATP, Romania and regional teams.

This position reports to IJM's Director of Operations for Poland.

This position is based in Warsaw, Poland and is available to be hybrid (onsite Tuesdays, Wednesday and Thursdays) and remote Monday and Fridays.

Key Result Areas (KRAs):

The success of this role is measured by the following KRAs:

- Provide leadership and supervision to the casework team in implementing and monitoring strategic casework in cases of human trafficking in Poland.
- Embody Player-Coach Role and lead the team to achieve Justice System Strengthening outcomes and impact through mentorship and training delivery.
- Support and liaise with law enforcement, NGOs and other statutory bodies to increase proactive and reactive anti-human trafficking outcomes and developments.
- Support Polish Police investigations and operations to improve identification and safeguarding of trafficking victims and enhance arrest plans and successful prosecutions of human traffickers.
- Support Polish Police to leverage their relations with the public to increase reliance on the criminal justice system leading to increased reports of actionable human trafficking information.
- Ensure that IJM staff are consistently kept aware of contemporary security threats and risks and adhere to operational security protocols.

Roles and Responsibilities:

Networking & Partnerships

1. Work closely with criminal justice system stakeholders to create a unified, trauma-informed, multi-disciplinary,response to human trafficking.
2. Become a reliable and trusted advisor to Polish law enforcement and other duty bearers (e.g. labor inspectors) and decision-makers. Collaborate with them to determine program direction and share program progress and performance regularly and often to promote transparency and ensure alignment with their strategic objectives and mission priorities.
3. Promote collaboration, coordination and human trafficking criminal information sharing between Polish law enforcement and foreign law enforcement.
4. Seeking input from law enforcement leaders, criminal justice system stakeholders and trafficking survivors toidentify training requirements and process improvement opportunities.
5. Leverage IJM resources to achieve objectives, criminal information sharing and bilateral anti-trafficking investigations for Polish law enforcement with foreign and international lawenforcement partners with shared anti-trafficking interests.
6. Become the vanguard of IJM Poland's overarching objective of seeking justice for the victims of human trafficking through a high-functioning criminal justice system that will protect them and end the impunity of those who would victimize them.

Program Management

1. Assist in the successful implementation of the Polish and European Anti-Trafficking Programs.
2. Ensure active participation in monitoring the progress of projects. Ensure milestones and key performance indicators are documented/met, and necessary iterative strategic measures are taken as needed.
3. Monitor expenditure and costs for projects against the approved project budget.
4. Support Program Management in ensuring timely and quality project reporting, quarterly performance review (QPR) and dashboard reports.
5. Collaborate with the Monitoring and Evaluation (MERL) Specialist to develop monitoring and evaluation metrics to strategically maximize IJM's effectiveness in developing casework goals.

6. Support the development of training materials and tools and deliver materials to law enforcement agencies and partners.

Leadership

1. Support the criminal justice system to deliver justice efficiently and independently for victims of trafficking in person in Poland.
2. Provide leadership and supervision to implement, monitor, and evaluate casework outcomes.
3. Focus on providing guidance, direction, swift decision making and resolving conflict in order to build an efficient and empowered casework team.
4. Foster a team mindset and culture in the office and inspire the team to be effective and efficient and to pursue excellence.

Management

1. Ensure that the operations team adheres to all organizational policies, procedures, and deadlines.
2. Ensure that the casework team operates within its budget.
3. Regularly report the progress of justice system strengthening objectives to the Director of Operations using organization templates and timelines.
4. Manage and mentor operations staff, including periodic goal setting, performance review and conflict resolution.

Media and Communications:

1. Build IJM's reputation by being a credible leader, inspiring storyteller, and a government partner to mobilize government action and instill hope into the criminal justice system.
2. Report on significant achievements to support the distribution of media stories.
3. Ensure adherence to communication guidelines.

Finance:

1. Manage fiscal resources with utmost integrity and diligence, ensuring a no-fraud environment to achieve project goals.
2. Ensure team's performance to achieve regular compliance with IJM policies.
3. Collaborate with Project Manager to ensure budget management.

Requirements

Education & Experience:

1. Bachelor's or master's degree in law, criminal justice, social services, program management or other related field and in-depth understanding of human trafficking.
2. A minimum of 3 years' experience in successfully leading and managing teams of professionals; experience managing international teams and/or cross-cultural teams; and a proven ability to supervise the work of lawyers, social workers, law enforcement and other professionals and managers is strongly preferred.
3. Ability to work with government officials including foreign officials.
4. Demonstrated success in working on projects and budgets, working in a cross-cultural environment is an advantage.
5. Experience in investigating and successfully resolving human trafficking offenses that led to thecriminal convictions of the offender(s) is preferred.
6. Spoken and written fluency in Polish and English is required.
7. Fluency in other European languages is a plus.
8. Experienced public speaker.

Technical Competencies:

1. Proven ability to plan and conduct criminal investigations and supervise the investigations ofothers including a victim-centered approach as paramount.
2. Excellent writing, documentation and reporting skills, including the ability to maintain digitalrecords and generate high-quality written reports.
3. Experienced and trained in interviewing victims of crime and child victims of crime.
4. Knowledge of the Polish and the legal system, particularly in the area of the rights and protections of victims of human trafficking.
5. Experience conducting proactive criminal/undercover investigations and operations a bonus but not required.
6. Strategic, analytical, and critical thinking skills.
7. Planning, organizing and multi-tasking skills.
8. Proficiency in the Microsoft Office Suite with ability to quickly learn and consistently use other software systems for purposes of case management, M&E and documentation.
9. Ability to use software tools for monitoring and evaluation and data analysis.

Non-Technical Competencies:

1. Passionate commitment to IJM's mission and values including bridge building and professional.
2. Customer service orientation.
3. Team player and team oriented across multi-disciplinary teams.
4. Demonstrates servant leadership and the values of IJM.
5. High levels of self-motivation and personal initiative.
6. History of building effective intra-organizational alliances/teams.
7. Interest in project development, and ability to thrive as part of a small, flexible team.
8. Creative and energetic problem solver.
9. Extremely high levels of honesty and integrity.
10. Passionate to combat human trafficking, rescue victims and hold offenders accountable
11. Organized and able to work in a dynamic environment.
12. Ability to work under pressure and strict deadlines.

Other Requirements:

1. Ability to travel within Poland and Europe, up to 30% of the time.
2. Valid Polish driver's license.

Application Process:

1. Please submit Resume/CV, Cover Letter, in one document to poland@ijm.org (IJM reserves the right to contact only the selected candidates)
2. Initial interview in English/Poland
3. Technical Interview in English
4. Assessment Task
5. Final Interview
6. Reference Check
7. Job Offer

What does IJM have to offer?

- Comprehensive Medical Service Plan
- Life Insurance
- Starting with 21 days paid leave
- Professional development and leadership growth opportunities

- Quarterly retreats
- Robust staff care resources
- Work alongside top experts influencing Europe's anti-trafficking architecture

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Conduct. Parallel to technical competence, recruitment, selection, and hiring decisions will give due emphasis to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.
IJM requires a background check, police clearance and thorough review of references with an employment offer and/or employment contract.