

VACANCY ANNOUNCEMENT

July 2016

Administrative Officer

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

The ICJ is seeking to recruit an Administrative Officer to perform finance and administrative tasks to ensure the day-to-day running of the Geneva based office. The ideal candidate has been working for the last 2 years in the financial and administrative field after obtaining the equivalent of a CFC (*Certificat Fédéral de Capacité*) in business and administration.

RESPONSIBILITIES

The Administrative Officer will have the following responsibilities:

Finance & bookkeeping:

- Prepare accounting documents and ensure they are in conformity with internal guidelines;
- Prepare advances, payments, reimbursements and transfers;
- Process invoices and accounting entries;
- Carry out monthly account and bank reconciliation;
- Assist in the preparation of financial reports.

General Administration:

- Welcome and direct visitors;
- Perform secretarial functions, including drafting documents; organizing the use and dispatch of courier services; handling incoming telephones, faxes and emails to the ICJ institutional account and the maintenance of copiers, printers and fax machines.
- Ensure the maintenance and professional appearance of the office premises;
- Organize the storage of archives;
- Manage the purchase and storage of office equipment and supplies.
- Assist in the organisation of Geneva-based ICJ events and meetings. Assist in the organisation of travel, accommodation, visas and insurances;
- Arrange for the participation and accreditation to external meetings and events.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- CFC, Certificat Fédéral de Capacité (Vocational certificate), in business and administration or an equivalent;
- 5 years work experience in the financial and administration field. Experience within an NGO and with analytical accounting an asset;
- Familiarity with Swiss GAAP accounting Norms.

Other requirements

- Proactivity, pragmatism and problem-solving skills;
- Attention to detail and accuracy;
- Planning and organizational skills;
- Teamwork and interpersonal skills;
- Capacity to work under pressure and to adapt to changing priorities and needs;

- Written and spoken fluency in French and English;
- Advanced knowledge of Microsoft Office, Spread sheet and Word-processing programmes.

The ICJ is an equal opportunities employer.

APPLICATIONS close on 21 August 2016 should be addressed with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references to:

Ref: Administrative Officer
By email: recruitment@icj.org

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.