

June 2017

Executive Assistant to the Secretary-General (Maternity cover – 6 months)

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.

We are recruiting a **part-time (50%)** Executive Assistant to the SG responsible for enhancing the capacity and effectiveness of the Secretary-General in his role as head of the ICJ Secretariat. The EASG works closely with and assists the SG in all aspects and is in charge of liaising with the ICJ Network. The ideal candidate has worked for at least five years in administration and has experience supporting a senior manager in the performance of his/her responsibilities. He/she has strong communication, organisational and time-management skills and is fluent in English with excellent writing and editing skills.

RESPONSIBILITIES

Under the supervision of the Secretary- General, The Executive Assistant has the following duties:

- Coordinate the Secretary-General's daily schedule and develop necessary systems and procedures to increase efficiency and impact;
- Coordinating the Secretary-General's missions and Exco meeting and take care of the logistics, including visa requests, travel and accommodation bookings.
- Communicate with the SG, and convene meetings of, relevant staff, as necessary, to ensure these visits are organized in a timely and efficient way, with the maximum impact.
- Assist the SG in planning and implementing the various programmes he administers.
- Research, edit and/or draft correspondence, speeches, presentations, reports, grant proposal and prepare briefing notes for the SG on legal, political or policy issues.
- Record, monitor and ensure implementation of initiatives and decisions taken by the Secretary-General.
- Strengthen and manage the efficient flow of necessary information between the Secretary-General and ICJ staff, the ICJ Network (Commissioners, Honorary Members and ICJ Sections) and outside interlocutors.
- Organize and take minutes of relevant conference calls as well as arrange for the preparation and distributions of relevant documents.
- Maintain files of the ExCo members and Commissioners and organize the election process.
- Prepare monthly Network Newsletters for distribution to the ICJ Network and ICJ Donors.
- Organize staff meeting and regular meetings of ICJ Directors and support the Directors' Meetings with ad hoc tasks.
- Assisting the Media and Communications Director with Communications work as required, including maintaining the ICJ website, posting web stories and issuing press releases in the Director's absence.

- Carry out other appropriate responsibilities as requested by the Secretary-General.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- University degree in public administration, management or law or equivalent professional experience;

Essential Skills

- A least 5 years of experience in administration or human rights law;
- Experience working as a personal assistant at an executive level;
- Experience of research on international human rights and rule of law issues at international and regional levels is an asset;
- Fluent in English with excellent communication, writing and editing skills and an eye for detail. Good working knowledge of spoken French essential and knowledge of written French an asset;
- Excellent organizational, planning and time-management skills, ability to take initiative and capacity to adapt to changing priorities and needs;
- Ability to work quickly and efficiently under pressure, in a complex, dynamic and changing work environment, as part of an international multi-cultural team;
- Advanced knowledge of Microsoft Office and Word-processing programmes;
- Demonstrated commitment to human rights and the rule of law.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **16 June 2017** and should be addressed with your resume, a cover letter, writing samples and the names and contact details of at least two referees to:

Ref: Executive Assistant to SG

By email: recruitment@icj.org

Or by post: International Commission of Jurists, P.O. Box 91, 1211
Geneva 8, Switzerland

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