

VACANCY ANNOUNCEMENT

July 2017

Conference Logistics Assistant (40% to 100% variable work rate)

The International Commission of Jurists (ICJ) is a global non-governmental organisation of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

The ICJ's International Secretariat based in Geneva is recruiting a Conference Logistics Assistant to help organize its annual Geneva Forum of some 25 senior judges and lawyers from around the world. This year's Forum will take place 22-23 November 2017 and will address traditional and customary justice systems, in relation to access to justice, rule of law, and the rights of women and children. Candidates should be available on a part-time basis in September and October, and on a full-time basis during 6 to 24 November.

RESPONSIBILITIES

Under the supervision of the Senior Legal Adviser, Centre for the Independence of Judges & Lawyers (CIJL), the Conference Logistics Assistant has the following main responsibilities:

- Assist ahead of the meeting with arranging invitations, flights, accommodation, and visas for participants, as well as preparing background documentation;
- Keep close communication directly with invitees and participants, as well as service providers;
- Assist during the Forum ICJ staff and participants in practical arrangements and recording notes of the discussions.

QUALIFICATIONS

The successful candidate will have:

- Demonstrated experience in organizing events, preferably including dealing with senior government officials such as judges. Experience or knowledge of legal systems or human rights would be an asset;
- Ability to communicate effectively in English is essential. Abilities in French, Spanish, or Arabic would be an asset;
- Strong time management and organizational skills;
- Team player with excellent interpersonal skills and ability to work within a multicultural working environment.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **7 August 2017** and should be addressed with your resume or CV, a cover letter, and the names and contact details of at least two referees to:

Attention: Matt Pollard
Ref: Conference Logistics Assistant
Email: matt.pollard@icj.org

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.