

VACANCY ANNOUNCEMENT

July 2018

Chief Financial 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 growing in size and in its global reach and needs to ensure its financial and administrative structures can support and facilitate this growth.

We are recruiting a Chief Financial Officer to be responsible for the day-to-day implementation and improvement of financial systems, policies and procedures, at the International Secretariat in Geneva. The ideal candidate has at least ten years at the senior management level in the finance department of an international entity. We would welcome additional familiarity with administrative, human resources and office management systems and processes; it goes without saying that the ideal candidate will have excellent management and communication skills.

RESPONSIBILITIES

Reporting directly to and advising the Secretary-General, the Chief Financial Officer holds the following responsibilities:

- Take responsibility for planning, managing and controlling the financial functions of the Secretariat, including its regional offices. Ensure financial and budget planning, effective accounting and financial strategies;
- Advise the ICJ on improving and strengthening its administrative regionalization across the globe;
- Foster an open and supportive working environment at the ICJ. Ensure the smooth running of the Secretariat and the operation of efficient and cost effective office systems;
- Participate in the strategic management of the ICJ. Provide financial, human resources and organizational advice to the Secretary-General and the rest of the management team;
- Participate in developing and implementing the organization's internal control system, policies and best practices in all ICJ offices. Ensure its compliance with contractual and legal obligations;
- Provide regional offices with advice and guidance on finance and administrative issues.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- University degree or relevant certificate in accounting or business administration, or equivalent. Additional relevant advanced level qualifications, such as an MBA/CPA or in human resources management;
- Ten years of experience in financial accounting and reporting at senior management level, including a solid background in financial information systems, reporting, and budgeting;
- Working experience from an international NGO or an international organization, including experience in managing administrative systems that involve headquarters and regional offices;
- Proficient knowledge and experience with relevant Swiss legislation and compliance regulations for international NGOs in Switzerland.

Essential Skills

- Excellent communication and management skills, with demonstrated ability to provide supportive advice to staff on finance and administrative issues;
- A problem-solving, proactive approach to challenges and demonstrated experience operating and improving financial, human resources and administrative processes and information systems;
- Excellent interpersonal skills and ability to work comfortably as a team player and thrive in a fast-paced, multicultural environment;
- Fluent (orally and in writing) in English;
- Strong computer skills, comfort and familiarity with technology systems;
- Commitment to and understanding of human rights issues;
- A sense of humour.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **31 July 2018** and should be addressed with your resume, a cover letter and the names and contact details of at least two referees to:

Ref: Chief Financial Officer:

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.