

August 2018

Administrative and Logistics Officer, Middle East and North Africa Programme

The International Commission of Jurists (ICJ) is an international non-governmental organization of judges and lawyers dedicated to advancing the rule of law and the legal protection of human rights around the world. Composed of 60 eminent judges and lawyers representing all legal traditions, the ICJ has been established in 1952 and has offices in Geneva, Brussels, Bangkok, Katmandu, Tunis, Johannesburg, Harare and Guatemala City.

We are recruiting a dynamic, flexible and committed professional to provide administrative support and ensure the smooth running of the ICJ's office in Tunis, and provide logistical support for the organisation of the Programme's activities across the Middle East and North Africa region.

RESPONSIBILITIES

Reporting directly to the Director of the Middle East and North Africa Programme, the Administrative and Logistics Officer holds the following responsibilities:

General administration and logistics

- Assist in coordination and organization of ICJ activities in the MENA region including visa, travel and accommodation arrangements for staff, experts, partners and seminars' participants;
- Coordinate visa and work permit process for Tunis office staff and interns;
- Maintenance of leave records and prepare monthly leave reports;
- Ensure coordination between the national and regional team and the Finance & Administration Department in Geneva;
- Assist with coordinating the recruitment of staff, consultants and interns, including circulating vacancy announcements, preliminary sorting of resumes and arranging interviews;
- Update and maintain contact and other databases; and
- Perform filing and general administrative tasks.

Office Management

- Carry out office operations such as maintenance, mailing, shopping, supplies, equipment and errands;
- Manage the reception of visitors and perform secretarial functions. Handle incoming telephones, faxes and organize the use of post and courier services;
- Manage relationships with service providers;
- Act as focal point for all IT related issues, which includes liaising with IT support;
- Ensure the proper up-keep, maintenance and professional appearance of the office premises.

Support in Accounting

- Assist in preparing accounting documents;
- Assist in storing all accounting documents in an organized and systematic way;

- Administer all office payments/bills and administer the petty cash;
- Assist in preparing Purchase Approval Forms (PAFs) by providing quotations from several service providers;
- Assist the Finance Officer with payment of suppliers and consultants.

QUALIFICATIONS

The successful candidate will have:

- A qualification in administration, finance or a related field or commensurate relevant practical experience;
- Advanced knowledge of Microsoft Office, spread sheet and word-processing programmes; knowledge of accounting software an asset;
- At least three years' experience in administration, logistics or a related area of work;
- Experience with an NGO an advantage.
- Fluency in Arabic and English (written and spoken) required, fluency in French desirable;
- Strong organizational, planning and time-management skills;
- Good team player with excellent interpersonal and communication skills.
- Attention to detail and accuracy;
- Capacity to work under pressure and to adapt to changing priorities and needs;
- Commitment to human rights and the rule of law.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **20 August 2018** and should be addressed with your resume, a cover letter and the names and contact details of at least two referees to:

Ref: Logistician MENA

By email: mena-recruitment@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.