

VACANCY ANNOUNCEMENT

December 2018

Congress Logistics Officer, Tunis 3 month recruitment

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 logistical support to ensure the smooth running of the ICJ's Congress that will be taking place in Tunis in March 2019. The ideal candidate should be available for work from mid-January to mid-April and will be based in Tunis.

RESPONSIBILITIES

Reporting directly to the Legal Adviser for the Secretary General, the Congress Logistics Officer holds the following responsibilities:

- Assist in coordination and organization of the ICJ Tunis Congress for Commissioners, Honorary Members, staff, experts and other invited guests;
- Assist with visa applications, travel arrangements, and accommodation;
- Coordinate conference requirements with the hotel and other suppliers;
- Maintain accurate records relating to all aspects of preparation;
- Assist with document preparation and circulation;
- Assist with minuting and reporting Congress activities;
- Perform other general administrative tasks as required.

QUALIFICATIONS

The successful candidate will have:

- Advanced knowledge of Microsoft Office;
- String 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 flexibility to adapt to changing priorities.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **3 January 2019** and should be addressed with your resume, a cover letter and the names and contact details of at least two referees to:

Ref: Congress Logistician
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, thank you for your understanding.