

## VACANCY ANNOUNCEMENT

August 2019

### **Finance & Administrative Assistant, South Africa (6 months Maternity Cover) Africa Regional Programme**

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 seeking to recruit a Finance & Administrative Assistant to provide finance, administrative and logistical support to the Africa Regional Programme in Johannesburg, South Africa to ensure the smooth running of its office and implementation of its projects. This is a full time, short-term position for a period of six months commencing September 2019.

#### **RESPONSIBILITIES**

The Finance and Administrative Assistant under the supervision of the International Finance Officer will have the following responsibilities:

- Support logistical coordination between technical-legal, administrative and financial aspects of projects in coordination with the ICJ national, regional and global teams.
- Responsible for coordinating all event logistical requirements such as travel, conferencing and catering arrangements for activities linked to the program.
- Ensure logistical arrangements comply with ICJ Internal Control Systems and Policies and appropriateness of event sites.
- Process or secure logistical support documents such as invitation letters, attendance registers, event evaluations, etc.
- Organise AV and visibility aspects of events such as photography, videography, translation and interpretation services and equipment hire etc.
- Coordinate design, printing and distribution of all publications and other visibility outputs liaising with the ICJ Media and Communications team.
- Monitor the use and maintenance of ICJ vehicles in compliance with ICJ policy and legislative requirements.
- Responsible for use of post and courier service, purchasing office supplies and equipment and other office errands;
- Ensure the proper up-keep, maintenance and professional appearance of the office premises.
- Responsible for handling and maintenance of office stocks and assets, conducting regular inventory and updating the asset register, insurance and claims.
- Manage relationships with service providers, maintain service agreements; update and maintain contact and other databases;
- Act as focal point of Johannesburg office for all IT related issues, liaising with IT Helpdesk support;
- Assist Human Resources with maintenance of leave records, timely submission of monthly timesheets; coordinating the recruitment process, including circulating vacancy announcements, preliminary sorting of resumes and arranging interviews;
- Assist Accounting and Finance in preparing accounting documents; recording accounting entries; preparation of budgets, internal cost analyses and financial reports
- Assist in processing payments/bills of the office and administering the petty cash with adherence to ICJ purchase approval or procurement policies.
- Assist in the project and organizational audits;

- Keep financial and project records in compliance with ICJ and donor procedures;
- Any other responsibilities as assigned by appointed supervisor/s

## **QUALIFICATIONS**

The successful candidate will have:

### **Education & Experience**

- A diploma or degree in finance, business administration or related field; or commensurate relevant practical experience;
- At least three years work experience in finance and administration or a related area of work;
- Work experience in a non governmental or international organization is desirable;
- Experience working with international donor agencies desirable.

### **Essential Skills**

- Strong organizational, planning and time-management skills;
- Ability to take initiative and capacity to adapt to changing priorities and needs;
- Attention to detail and accuracy;
- Excellent interpersonal skills. Ability to work well as part of a team and thrive in a fast-paced, multicultural environment;
- Fluency in English (written and spoken) required;
- Willingness to travel periodically;
- Ability to operate computerized accounting software, spreadsheets, presentation and word-processing programmes at a highly proficient level.
- Commitment to human rights and the rule of law.

NB: Must be in possession of the necessary documentation to work legally in South Africa.

The ICJ is an equal opportunities employer and offers a competitive salary package.

APPLICATIONS close on **2 September 2019** and should be addressed with your resume, a cover letter and the names and contact details of at least two referees to:

Ref: Finance & Administrative Assistant, South Africa

By email: [africa-recruitment@icj.org](mailto:africa-recruitment@icj.org)

Please appreciate that owing to the volume of applications, only short-listed candidates will be contacted. We regret that we are unable to answer phone enquiries, thank you for your understanding.