

## VACANCY ANNOUNCEMENT



July 2021

### **Programme Associate, Tunisia**

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 Programme Associate to join the Middle East & North Africa (MENA) Programme. The position will be based at the ICJ's office in Tunis.

The ideal candidate will display strong interpersonal, communication and organizational skills and must have a commitment to the core ideals of the organization. Priority will be given to Tunisian applicants.

### **RESPONSIBILITIES**

Under the supervision of the Middle East and North Africa (MENA) Programme Director, the Programme Associate will hold the following responsibilities:

#### **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 with the interpreter, translator, printer and other supplier;
- Prepare with the FO the activity budget and ensure monitoring of the budget throughout the activity;
- Assist the MENA staff before, during and after the activity in any task related to its implementation.

#### **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;
- Perform general administrative tasks.

#### **Support in Accounting**

- Book Accounting operations based on ICJ procedures in the accounts system;

- Assist in preparing accounting documents and forms;
- Store all accounting documents in an organized and systematic way;
- Administer all office payments/bills and administer the petty cash;
- Prepare Purchase Approval Forms (PAFs) by providing quotations from several service providers;
- Prepare Consultancy contracts;
- Prepare the payment of suppliers and consultants;
- Ensure that ICJ procedure are implemented and respected in all financial operations and transactions;
- Coordinate with the Finance Officer (FO) for the preparation of internal financial reports, budgets and other related matters;
- Provide technical support and advice to the project management on financial aspects.

### **Support in HR**

- Assist the HR manager with recording employee details in the database and preparing the monthly salaries;
- Assist the PM in maintaining the vacations planning for the staff;
- Maintain staff leave records, process leave requests, coordinate submission of accurate monthly timesheets, prepare monthly leave reports;
- Coordinate the recruitment of staff and interns, including preparing Recruitment Approval Forms (RAFs), circulating vacancy announcements, preliminary sorting of resumes and arranging interviews;
- Prepare employment contracts;
- Support in the review of employment and working conditions to ensure legal compliance;
- Assist the management in the staff performance and evaluation processes;
- Coordinate visa and work permit process for Tunis office staff and interns;
- Keep the staff informed about the ICJ HR and related policies.

## **QUALIFICATIONS**

The successful candidate will have:

### **Education & Experience**

- A qualification in administration, finance or a related field or commensurate relevant practical experience;
- At least three years' experience in administration, logistics or a related area of work experience with an NGO an advantage.

### **Computer Skills**

- Advanced knowledge of Microsoft Office, spread sheet and word-processing programmes; Knowledge of Accounting software an asset.

### **Language Skills**

- Fluency in Arabic and English (written and spoken) required, fluency in French desirable.

### **Other competences**

- 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 **18 07 2021** and should be addressed with your CV (not longer than 2 pages), a cover letter (no longer than 1 page) and the names and contact details of at least two referees to:

**Ref: Programme Associate Tunisia**

**By email: [recruitment@icj.org](mailto: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.

*The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.*

*Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.*