

September 2021

Administrative Assistant, Brussels

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.

We are recruiting a dynamic and flexible professional to support the work of the ICJ Europe and Central Asia Programme (ECA) and the Brussels office by ensuring efficient office management, HR support, finance support and logistic support. This is a 6-month full-time contract with a possibility of renewal.

RESPONSIBILITIES:

Office management:

- Organize office operations such as handling maintenance, mailing, shopping, supplies and equipment;
- Handle incoming telephones, faxes and organize the use of post and courier services.
- Handle and maintain office stocks and assets, including through regular inventory;
- Ensure effective communication while representing the ICJ-European Institutions in discussions with the external partners, as "Moniteur Belge", ONSS, landlord, service providers, etc. and manage contracts with external providers and partners;
- Ensure the proper up-keep, maintenance and professional appearance of the office premises.

Human resources:

- Support Europe and Central Asia Programme and Brussels office recruitment processes (from interviews to contract preparation)
- Process Brussels-based staff (5 people) monthly payroll with the support of payroll provider (UCM)
- Coordinate and maintain filing system for ECA staff and consultants (11 people) file administration
- Maintain relationship and communication with external HR partners, insurances and Belgian Social Secretariat Services (ONSS).

Logistics:

- Support organisation of events, including conferences, seminars, and other meetings, including the choice of providers and liaising with participants.
- Prepare necessary travel documents and visas for staff and event participants.
- Support monitoring and evaluation of events
- Ensure smooth communication with the suppliers, timely reception of invoices and other relevant paperwork and ensure proper filing.

Finance support:

- Support the Finance Officer to follow-up and ensure appropriate filing of credit cards claims, costs reimbursements, per diem, etc.;
- Support the Finance Officer to ensure appropriate encoding or project's partners financial report in the accounting system;
- Ensure appropriate filing of documentation;
- When required, assist the Geneva and/or Brussels Finance Officer with organisational and projects audits by gathering documentation.

QUALIFICATIONS

Education & Experience

- Higher education diploma or formation in business, public administration or similar.
- 1-2 years of relevant administrative experience. Experience in a similar role in an NGO and/or in an international organisation is a strong asset.

Other requirements

- Strong organizational, planning, time-management, and analytical skills;
- Attention to detail and accuracy;
- Good team player with excellent interpersonal and communication skills;
- Proactive and hands-on attitude;
- Spoken and written fluency in English (C1) and advanced level in French (B2). Any other languages a strong asset (particularly Russian and Turkish).
- Proficient use of Microsoft office suite. Knowledge of online meeting platforms (such as Zoom) an asset;
- Knowledge of payroll processing systems (such as UCM appipay) an asset;
- Good knowledge of social and work legislation in Belgium an asset;
- Ability to work under pressure and to adapt to changing priorities and needs;
- Commitment to human rights and the rule of law;
- EU citizenship or right to work in Belgium.

The position is based in Brussels (central location). No relocation package is foreseen.

APPLICATIONS should be addressed no later **than 19th September 2021 12 PM (midnight) CET** with your resume (maximum two pages), a cover letter (maximum one page) and the contact details of at least two references to:

Ref: Administrative Assistant

By email: europe-recruitment@icj.org

As the candidates will be reviewed on a rolling basis, early applications are appreciated.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. We 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.