

Women's Initiatives for Gender Justice



Administrative Associate

The Women's Initiatives for Gender Justice is an international women's human rights organisation that advocates for gender justice through the International Criminal Court (ICC) and works with women most affected by the conflict situations under investigation by the ICC. The Women's Initiatives has country-based programmes and legal monitoring initiatives in eight ICC Situation countries: Uganda, the Democratic Republic of the Congo, Sudan, the Central African Republic, Kenya, Libya, Côte d'Ivoire and Mali.

The position will provide an excellent opportunity to gain exposure to the work of the Women's Initiatives for Gender Justice and experience working in a dynamic, international office environment.

Responsibilities

The Administrative Associate will provide overall administrative support to the office. Primary responsibilities include:

- General office support duties, such as being the first point of contact in the office; answer the phone, take messages and forward calls and messages to relevant staff persons; check the general office email and respond to messages; collect, sort and distribute incoming mail, and post outgoing mail; contact and liaise with our service providers to problem solve issues in the office; order office supplies; and perform a variety of clerical duties such as photocopying, compiling records, filing, data entry and distributing mail;
- Database management, including updating contact information, maintaining the outreach list for eLetters and assisting in communication with our Global Outreach List;
- Assisting in the preparation of monthly finances, including by collecting invoices, petty cash, credit card and bank statements and assisting with the preparation of the monthly payments folder; and liaising with the Accountant, Finance Department and Salary Consultant;
- Administrative support for events and meetings, including assisting with staff and partners' travel arrangements and logistics; booking flights, hotels and taxis; printing relevant documents; preparing for meetings; welcoming guests to the office; and
- Coordinating the re-printing of publications and other materials, and liaising with external service providers.

This position is a full time position, for a period of 12 months, with the possibility of extension. Start date as soon as possible.



Requirements:

- Education: B.A. minimum, Master's degree is desirable;
- Minimum 3-5 years of administrative experience in an office environment;
- Personal qualities of integrity, credibility, and commitment to the mission of the Women's Initiatives for Gender Justice;
- Strong verbal and written communication skills in English, additional Dutch and/or French is desirable;
- Excellent people skills;
- Detail oriented and able to work independently;
- Ability to meet deadlines and effectively manage multiple priorities in a busy work environment;
- Excellent problem-solving skills;
- Flexible, demonstrated resourcefulness, and ability to multi-task;
- Can work within an dynamic, fast-moving, multi-cultural environment;
- High level of computer proficiency (MS Office suite)

Knowledge of Languages

Excellence in written and spoken English is essential. Knowledge of Dutch and/or French would be considered an asset, but is not required.

Remuneration

This is a post with a competitive salary package and entitlements.

How to apply:

Please send:

1. A curriculum vitae
2. A cover letter describing your relevant experience and suitability for the post, and your availability
3. Contact information for two references

Apply to: hr@iccwomen.org

Subject line: Administrative Associate

Interested applications are encouraged to apply as soon as possible. The deadline for applications for the position of Administrative Associate is 15 January 2019.

Only short-listed individuals will be invited for an interview. No phone calls, please.

The Women's Initiatives for Gender Justice reserves the right not to make an appointment.

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