

Vacancy: Administration and Finance Associate

Women's Initiatives for Gender Justice (WIGJ) is an international women's rights organisation that advocates for gender justice through domestic mechanisms as well as the International Criminal Court (ICC). Women's Initiatives advocates for the inclusion of women in the international justice process as well as accountability for sexual and gender-based crimes within international and national procedures.

Women's Initiatives is the interim host of the Coalition for the International Criminal Court (CICC). The CICC is a global civil society network of member organizations that led the campaign to set up the ICC and monitor its current work, ranging from community and grassroots groups in 150 countries to prominent international human rights non-governmental organizations.

The position will provide an excellent opportunity to gain exposure to the work of the Women's Initiatives and CICC, and gain experience working in a non-profit organization operating in the international justice field.

Responsibilities

The Administration and Finance Associate will provide support to both the WIGJ and CICC teams. Primary responsibilities include:

- Leading in the preparation of monthly finances, including by collecting invoices and bank statements, making and processing payments, preparing monthly reports and liaising with the accountant;
- Coordinating with various external service providers;
- Providing general administrative support, including assisting with logistics for events and meetings, taking notes, checking the general office mail and forwarding to relevant staff, compiling records, updating databases;
- Assisting with maintaining Women's Initiatives' online presence (social media and website).

This is an entry level position, for 28 to 38 hours a week (in consultation with the successful candidate and according to their qualifications), for a period of 6 months, with the possibility of extension. Remuneration will be commensurate with the candidate's experience. The start date would be 1 March 2022. Work is to be carried out in The Hague, The Netherlands, with (partial) remote work possible.

Requirements:

- Education: Bachelor's degree minimum;
- Detail oriented and able to work independently;
- Able to meet deadlines and effectively manage multiple priorities in a busy work environment;
- Excellent problem-solving skills;
- Strong verbal and written communication skills in English;
- High level of computer proficiency.

WOMEN'S INITIATIVES FOR GENDER JUSTICE



How to apply

Please send (1) a curriculum vitae, (2) a cover letter describing your relevant experience, suitability for the post and availability, and (3) contact information for two references.

Apply via email to hr@4genderjustice.org with the subject line 'Administration and Finance Associate.' The deadline for applications is **15 February 2022, 12:00 CET** (The Hague). Only short-listed candidates will be invited for an interview.

Women's Initiatives for Gender Justice is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.