

Vacancy: Administration Assistant

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

Women's Initiatives is the interim host of the Coalition for the International Criminal Court (CICC) Secretariat. 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 of the CICC, and gain experience working in a non-profit organization operating in the international justice field.

Tasks and activities:

The Administration Assistant will provide overall administrative support to both the WIGJ and CICC teams. Primary responsibilities include:

- General office support duties, such as being the first point of contact in the office; 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 solve issues in the office; order office supplies; and perform a variety of clerical duties such as compiling records, filing, and data entry;
- Administrative support for projects, events and meetings, including assisting with staff and partners' travel arrangements and logistics; booking flights, hotels and taxis; preparing for meetings; taking notes; designing promotional materials (flyers, posters etc.) and helping with their distribution on social media; liaising with service providers for events logistics and preparation; arranging interpretation for various occasions; and
- Assisting with maintaining Women's Initiatives' online presence (social media and website).

Requirements:

- Highly detail oriented;
- Pro-active, flexible, able to work independently in a small and dedicated team;
- Able to meet deadlines and effectively manage multiple priorities in a busy work environment;
- Problem-solving skills;
- Strong verbal and written communication skills;
- Proficiency in English, the working language of Women's Initiatives for Gender Justice;
- High level of computer proficiency;
- Affinity with the values and mandate of Women's Initiatives for Gender Justice.

WOMEN'S INITIATIVES FOR GENDER JUSTICE

Conditions:

- This is an entry-level / junior position;
- 20-24 hours per week; 6-months contract under Dutch law, with the possibility of extension;
- Remuneration will be in the range of 15,000-18,000 EUR gross per year for 20-24 hours/week;
- The ideal start date would be 1 July 2023 or in agreement with the successful candidate;
- Work is to be carried out in The Hague, The Netherlands, with (partial) remote work possible.

How to apply

Please send (1) a curriculum vitae, (2) a one-page 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 Assistant.'

The deadline for applications is **16 June 2023**.

Women's Initiatives for Gender Justice is committed to creating a diverse environment. Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, gender or sexual orientation.

Any questions regarding the position can be sent to hr@4genderjustice.org.