



- **Position:** Procurement Assistant
- **Reports To:** IIJ Senior Procurement & Event Coordination Officer
- **Location:** Malta
- **Employment Type:** Full-time

About the IIJ: The International Institute for Justice and the Rule of Law (IIJ) is an organisation located in Malta with a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.



Since its inauguration in 2014, the IIJ has trained more than 10000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of judges, prosecutors, police, prison, and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including East and West Africa; North Africa and the Middle East; Central and Southeast Asia. For more information on the IIJ, please visit the IIJ's website: www.theijj.org

Job Overview: The Procurement Assistant is part of the Administration and Outreach team and under the overall guidance of the IIJ Director of Administration and Outreach and in close collaboration with the IIJ Senior Procurement & Event Coordination Officer, the Procurement Assistant promotes a client-focused, quality excellence, results-oriented approach and solution minded in the planning and execution of the logistical aspects of the IIJ capacity-building activities. The role requires a strong customer-oriented mindset, attention to detail, multitasking, decision-making skills, problem solving and the ability to manage competing priorities in a dynamic, international environment.

Key Responsibilities:

- Support the organisation of trainings, workshops, and other activities in Malta and abroad, ensuring procurement and logistical needs are met in line with IIJ standards.
- Coordinate event logistics, including venue arrangements, accommodation, catering, transportation, and interpretation services.
- Source suppliers and services, evaluate quotations, and negotiate contracts to ensure value for money and compliance with IIJ procurement policies.
- Maintain strong relationships with vendors and ensure all contractual obligations are met.
- Prepare and process procurement documentation, including Requests for Proposals/Quotations, Purchase Orders, cost analyses, and internal reports.
- Liaise with the finance team to manage payments and invoice processing.
- Maintain up-to-date records and filing systems for procurement activities and vendor databases.
- Monitor the implementation of procurement procedures and suggest improvements where necessary.



- Assist in evaluating event success and compiling post-event reports.

Requirements:

- Completion of secondary education is required with at least four (4) years of relevant experience in procurement, logistics, or event management, preferably in an international or non-profit setting.
- A bachelor's degree (or equivalent) in Business Administration, Public Administration, Procurement, or a relevant discipline is highly desirable.
- Additional qualifications or certifications in procurement, business administration (e.g. CIPS, PMP or equivalent) are an asset.
- Demonstrated ability to manage procurement processes independently, with a focus on compliance, efficiency, and transparency.
- Strong organisational, time-management, and problem-solving skills.
- Excellent drafting, reporting, and communication abilities.
- Professional fluency in English is required, with strong written and oral communication skills.
- Working knowledge of Arabic, French, or Maltese is considered an asset.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint); knowledge of procurement or finance systems is desirable.
- Proven ability to work in a multicultural team and adapt to a diverse and dynamic environment.
- Must have current authorisation to work in Malta.

How to Apply:

Interested applicants meeting the qualifications are invited to submit a cover letter and resume to the IJ Executive Secretariat at hr@theij.org, clearly stating "**Procurement_Assistant_2025**" in the subject line.

Deadline: 9 May 2025

The IJ is an equal-opportunity employer and welcomes applicants of all backgrounds, regardless of race, origin, disability, gender, or any other protected status.