



- **Position:** Programme Assistant
- **Reports To:** Director, Academic Unit
- **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.

ACADEMIC UNIT BACKGROUND

The IIJ has developed a reputation for impactful capacity-building for criminal justice practitioners challenged with fast-evolving threats to international security. Following this success, the IIJ launched in 2020 an Academic Unit to provide in-depth courses to criminal justice practitioners aimed at filling critical knowledge gaps necessary for successfully countering terrorism and transnational crime.

The Academic Unit is making a major contribution to the IIJ's ecosystem of learning through foundational education and provides a resource for maintaining and expanding specialist knowledge in key geographic and thematic areas, in line with the IIJ mission and vision.



POSITION

Under the overall guidance of the IIJ Executive Secretary, and the direct supervision of the Director of the Academic Unit, the Programme Assistant will be an integral part of a dynamic and multi-national team. The IIJ is a highly collaborative environment, and the Programme Assistant will work in the newly established Academic Unit, in close collaboration with the IIJ's dedicated Administrative Unit, on the preparatory and delivery phases of each course included in the Academic Unit's syllabus.

Duties and Responsibilities

Programme Management and Administrative Support to the Academic Unit

- Support the implementation of the various programme activities within the scope of the IIJ's mission.
- Provide the necessary assistance to support the organisation, logistics and implementation of course curricula and other capacity-building activities.
- Provide administrative support to the Academic Unit in the organisation of events, meetings and workshops, etc.
- Prepare travel plans and organise travel dates for participants to IIJ events, and for IIJ staff as required. Prepare travel requests to be sent to the travel agents to issue air tickets.
- Provide programme and administrative support to the Academic Unit in the preparation of various programme documents, such as work plans, budgets, reports and proposals on programme implementation arrangements.
- Under the guidance of the Director, assemble briefing materials and prepare PowerPoint and other presentations for the Academic Unit.
- Identify sources and gather and compile data and information for the preparation of documents, guidelines, and other material as required.
- Notetaking in meetings and drafting written reports.
- Assist the team in monitoring and implementation of programme activities, including analysis of achieved outcomes, financial monitoring and reporting.
- Maintain an organised electronic and hardcopy filing systems in accordance with internal procedures, which includes the preparation and recording of all documentation and control plans used for the monitoring of programme implementation.
- Drafting contributions to programme-related reports and correspondence
- Maintaining up-to-date work files for the IIJ Academic Unit.
- Liaising with participants at each stage of the course cycle.
- Translation of documents as required.
- Performing other administrative duties to support both the IIJ's, and the Academic Unit's, operational frameworks as required.

Criteria & Qualifications



The requirements for this role are as follows:

- Completion of secondary education is required, supplemented by formal training in secretarial administration support.
- A university degree (or equivalent) in Business or Public Administration or a related field is an asset.
- A minimum of three years of relevant experience in secretarial or administrative support functions with previous experience in corporate events management being an asset.

Skills

- Drafting and reporting skills.
- Computer literacy, including Microsoft Office.
- Professional fluency in English with excellent oral and written communication skills.
- Knowledge of Arabic and/or French language is required.
- Demonstrated awareness of multicultural dynamics and the ability to work in a team, while establishing collaborative working relationships with people from diverse cultural backgrounds.
- Current authorization to work in Malta.

Deadline for Applications

All interested applicants meeting the qualifications and personal specifications listed above are invited to submit a cover letter and resume/CV to the IIJ Executive Secretariat via **hr@theij.org** clearly stating **"PA_AU25"** in the subject line. The vacancy shall remain open until filled.

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