



- **Position: Procurement Assistant**
- **Reports To: IIJ Director of Administration and Outreach and direct supervision of the Senior Officer, Event Coordination & Procurement**
- **Location: Malta**
- **Employment Type: Fulltime**

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 11000 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.theij.org

Under the overall guidance of the IIJ Director of Administration and Outreach the Procurement Assistant promotes a client-focused, quality and results- oriented approach in the office, participates in the programme activities and ensures implementation and consistency with IIJ regulations and practices. The Procurement Assistant works in close collaboration with the operations and programme teams in the office and the IIJ staff for resolving procurement-related issues, events management, and information delivery.

AS AN IIJ PROCUREMENT ASSISTANT (PROFESSIONAL INTERACTIONS)

- Plan, develop and manage the organization, logistics and implementation of trainings, workshops, and other capacity-building activities in Malta and abroad in the IIJ geographic region.
- Maintain consistent understanding of the status of all IIJ projects and ensure timeliness, quality, and accuracy of activities against IIJ internal policies and contractual and grant commitments.
- Maintain a centralized filing system for procurement documents including vendor information and purchase orders.
- Conduct research to source the best products and suppliers in terms of value, delivery schedules and quality; negotiate and agree contracts, monitoring the quality of service provided.
- Work collaboratively with other IIJ units and staff; assist in the organization of training for the operations/ projects staff on Procurement; ensure facilitation of knowledge building and knowledge sharing in the office.

AS AN IIJ PROCUREMENT ASSISTANT

- Source, build and maintain good relationships with new and existing suppliers.



- Prepare and negotiate contracts for goods and services, ensure contracts and terms are favorable.
- Manage and keep track of all relevant documentation (Travel Authorisation).
- Monitor and maintain effective internal control and workflows.
- Analyze data and produce reports on spending and saving, conducting cost analyses and setting benchmarks for improvement.
- Maintain the internal Standard Operating Procedures (SOPs) in Procurement.
- Plan and coordinate IIJ Events from start to finish according to requirements, target audience and objectives; evaluate event's success and submit reports.
- Coordinate all operations, ensure events are completed smoothly and step up to resolve any problems that might occur.

AS A MEMBER OF THE IIJ ADMINISTRATIVE TEAM

- Provide administrative support for the Outreach and Communications functions of the IIJ.
- Coordinate the translation of documentation as required.
- Draft of written reports.
- Perform other duties to support the IIJ as required.
- Be available to provide administrative assistance to all members of the IIJ team, including the Senior Advisers (other seconded staff) implementing donor grants.

AS AN IIJ STAFF MEMBER

- The Procurement Assistant shall be a full-time member of the IIJ team.
- Like all members of the IIJ team, the Procurement Assistant will be required to adhere to all IIJ internal policies and administrative regulations as endorsed by the IIJ.
- Like all members of the IIJ team, the Procurement Assistant shall respect and work within the IIJ organisational structure and in compliance with internal processes.

How to Apply

All interested applicants meeting the qualifications listed above are invited to submit a cover letter and a resume/CV to the IIJ Executive Secretariat on hr@theiij.org with "Procurement Assistant_2026" 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.