Position Vacancy

IIJ Administrative Assistant

IIJ BACKGROUND

Located in Valletta, Malta, the International Institute for Justice and the Rule of Law (the IIJ) is a leading international hub for sustainable rule of law-based training and cross-cutting capacity-building for criminal justice sector stakeholders in Africa, the Middle East, and Asia.

The IIJ was founded in 2014 and has a governing board of 13 countries plus the European Union, with a mission to enhance the competencies of lawmakers, police, prosecutors, judges, corrections officials, and other criminal justice sector stakeholders to address terrorism and related transnational criminal activities within a rule of law framework. Since its inception, more than 5000 judges, prosecutors, investigators, parliamentarians, and other criminal justice practitioners from more than 123 countries have participated in more than 150 IIJ programs. As a key international institution in the field, the IIJ works tirelessly to enhance cooperation and information exchange among relevant authorities at the national, regional and international levels.

ACADEMIC UNIT BACKGROUND

The IIJ has developed a reputation for developing and delivering sustainable capacity-building and training for a wide cross-section of practitioners engaged with addressing the evolving terrorism landscape. Following its success over the past five years, the IIJ intends to expand its operations by launching an Academic Unit. The primary focus of this new unit within the IIJ will be to address critical knowledge gaps that currently exist among stakeholders focused on countering terrorism and transnational crime. Once fully operational, the Academic Unit will make a significant contribution to enhancing the IIJ’s Core Curriculum and provide additional resources to practitioners to maintain and expand upon their expertise and proficiency in countering terrorism and transnational crime within a rule of law framework.
POSITION

Under the overall guidance of the IIJ Director of Administration and Outreach and the Academic Unit Director, the Administrative Assistant will be an integral part of a dynamic and multi-national team. The IIJ is a highly collaborative environment, and the Administrative Assistant will work in collaboration with the IIJ’s dedicated Administrative Unit on the preparatory and delivery phases of each course included in the IIJ’s Academic Unit syllabus.

Duties and responsibilities will include:

General Administration
• Drafting routine correspondence and maintaining up-to-date work files for the IIJ’s Academic Unit.
• Answer and direct incoming calls and suppliers to the respective IIJ staff member.
• Preparing and processing IIJ travel arrangements for Academic Unit staff and participants.
• Performing other administrative duties to support both the IIJ’s and the Academic Unit’s operational framework as required.

Budget and Finance
• Assisting the Programme Manager with the preparation of budgets and the Financial Officer with monitoring of budget expenditures.
• Assisting day-to-day accounting functions, such as posting to the accounting system.
• Maintaining an organised filing system.
• Assisting with reconciliations of accounts.
• Preparing financial reports, as required.

Contract Administration and Procurement
• Assisting the Procurement Officer and the IIJ administrative team on procurement-related tasks.
• Assisting with the day-to-day administration of contracts between the IIJ and external contractors for outsourced services.
• Issuing and recording purchase orders as required, timely maintenance of inventory and stationery records.

Human Resources
• Assisting the HR Officer and the IIJ Administrative Unit on HR-related tasks, in particular the processing of administrative data and attendance-leave records.

PERSON SPECIFICATION

The mandatory requirements for this role are as follows:

Education Bachelor’s degree in business administration or accounting or a related field or completed secondary education supplemented by formal training in secretarial administration support.
Work Experience

A minimum of three years of relevant experience in secretarial or administrative support functions.

Additional Qualifications:

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

DEADLINE:

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 email to burianenkor@theiij.org no later than 12 noon (CET) 23 August 2020, clearly stating “AA01_AU2020” in the subject line.