



Position Vacancy IIJ Administrative Assistant

IIJ BACKGROUND

The International Institute for Justice and the Rule of Law (IIJ) is an intergovernmental 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 6000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, 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 North, West and East Africa; the Middle East; and select engagement in the Balkans, and Central, South and Southeast Asia. For more information on the IIJ, please visit the IIJ's website www.theijj.org

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

Duties and responsibilities will include:

General Administration

- Assist internal meetings and take notes.
- Drafting routine correspondence and maintaining up-to-date work files for the Academic Unit.
- Answer and direct incoming calls and suppliers to the respective IJ staff member.
- Provide assistance to the Academic Unit in the preparation and delivery of online and in-person course activities.
- Provide support on maintaining and posting new content on the Canvas platform for courses and alumni networks.
- Preparing and processing IJ travel arrangements for Academic Unit staff and participants.
- Liaising with course participants as needed for matters related to (for example) communications and outreach, GDPR and media release forms, course feedback, and technical or logistical support.
- Performing other administrative duties to support both the IJ's and the Academic Unit's operational framework as required.

Budget and Finance

- Assisting the Financial Officer and the IJ administrative team with monitoring of budget expenditures.
- Assisting the Programme Manager with the preparation of budgets.
- Assisting day-to-day accounting functions, such as posting to the accounting system.
- Maintaining an organised filing system.
- Assisting with reconciliations of accounts.
- Liaising with self-funded or third-party sponsored participants for payment of course fees.
- Preparing financial reports, as required.

Contract Administration and Procurement

- Assisting the Procurement Officer and the IJ administrative team on procurement-related tasks.
- Assisting with the day-to-day administration of contracts between the IJ 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 IJ 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 IJ Executive Secretariat via **HR@theij.org (CET)** clearly stating “**AA01_AU2021**” in the subject line. The vacancy shall remain open until filled.