



IIJ VACANCY

PROGRAMME ASSISTANT

The International Institute for Justice and the Rule of Law (IIJ), an institution inspired by the Global Counterterrorism Forum (GCTF), provides training to lawmakers, police, prosecutors, judges, corrections officials, and other justice sector practitioners on how to address terrorism and related transnational criminal activities within a rule of law framework. Established in 2014 in Malta, with an international Governing Board of Administrators (GBA) representing thirteen countries and the European Union, the IIJ has established itself as a leading platform to deliver innovative and sustainable counterterrorism capacity-building based on the rule of law and related good practices developed by the GCTF and other international and regional fora. For more information, visit the IIJ website: <https://theijj.org/>.

Background:

While many countries have developed legal frameworks and institutions to protect human rights, these have not always been integrated effectively, or at all, into counterterrorism-related criminal justice responses. Furthermore, several of the counterterrorism measures that a number of states have adopted in recent years have negatively impacted or even violated, a wide range of human rights, such as the right to life, the prohibition on torture or inhumane or degrading treatment, or the right to a fair trial.

In this context, the IIJ has launched a project entitled CT PHARE (Platform for Human Rights Engagement), with the specific objective to increase the degree to which states' counterterrorism policies, legislation, and judicial strategies, in addition to day-to-day investigation and prosecution practices, comply with internationally-recognised human rights standards – both on the policy and the operational levels.

The IIJ is currently looking for a Programme Assistant to assist with the implementation of the project with the Project Manager and Project Lead under the overall guidance of the Executive Secretary and the Director of Administration and Outreach. The post is initially a fixed-term position for 1 year. The Programme Assistant will be an integral part of a dynamic and multi-national team.

Duties and responsibilities will include:

- Assisting the implementation of the programme activities within the scope of the IJJ's mission;
- Providing assistance for the organization, logistics, and implementation of training, workshops, and other capacity-building activities in Malta and overseas within the IJJ geographic region;
- Coordinating travel arrangements and participation in IJJ organised trainings, workshops, and other capacity-building activities;
- Note-taking in meetings and the drafting of written reports;
- Assisting in the monitoring and implementation of programme activities including analysis of achieved outcomes, financial monitoring, and reporting;
- Drafting contributions to programme related reports and correspondence;
- Identify sources and gather and compile data and information for the preparation of documents, guidelines, and other material as required.
- 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;
- Translation of documents on as and when basis;
- Performing other duties to support the IJJ's operational framework as required; and
- Travelling to overseas workshops when required.

Criteria & Qualifications

- Completion of secondary education supplemented by courses in program management and/or administration;
- At least 4 years of relevant working experience;
- University degree (or equivalent) in Business or Public Administration, or a related field is considered an asset;
- Willingness to travel;
- Drafting and reporting skills;
- Computer literacy, including Microsoft Office;
- Professional fluency in English with excellent oral and written communication skills;
- Knowledge of Arabic or French language is highly desirable;
- Demonstrated awareness of multicultural dynamics and the ability to work in a team, while establishing collaborative working relationships with persons from diverse cultural backgrounds;
- Current authorisation 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 IJ Executive Secretariat via **HR@theij.org (CET)** clearly stating **"PA01_AO2022"** in the subject line. The vacancy shall remain open until Friday 9th December 2022.