



INTERNATIONAL COMMISSION OF JURISTS

Commission internationale de juristes - Comisión Internacional de Juristas

" dedicated since 1952 to the primacy, coherence and implementation of international law and principles that advance human rights "

January 2011

VACANCY ANNOUNCEMENT

Senior Administrator

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

We are recruiting a Senior Administrator to manage the ICJ Finance and Administration Department from the International Secretariat in Geneva and be responsible for the day-to-day implementation of financial and administrative systems, policies and procedures.

The ideal candidate is, or has been working for at least ten years at the senior management level in the finance or administration department of an international entity. S/he has comprehensive knowledge and experience with finance, human resources and office management systems and processes and has excellent management and communication skills.

RESPONSIBILITIES

Reporting directly to and advising the Secretary-General as part of the ICJ management, the Senior Administrator has the following responsibilities:

- Participate in strategic management of the ICJ, provide financial, human resources and organisational advice to the management team, collaborate in reviewing performance of the staff and deliver internal reports and external presentations regarding the finances and the working of the International Secretariat. S/he is involved in deciding and implementing the organisation's internal and administrative policies and the steps that it plans to take for its strategic development.
- Plan, manage and control the financial functions of the Secretariat, including its regional offices. This includes ensuring financial and budget planning, effective accounting, and financial strategies to meet the needs of the organisation.
- Ensure the smooth running of the Secretariat and be responsible for the operation of efficient and cost effective office systems. Oversee the working conditions of the staff and the implementation of office policies; manage human resources functions, including engaging in regular communication and dialogue with staff regarding human resources and personnel matters, coordinating the recruitment of staff; managing regulations and conditions of employment, remuneration, benefits and relocation packages, managing induction, team-building and professional development of staff and ensuring the proper implementation of policies and procedures.
- Implement and review the internal control system covering administrative and financial issues, compliant with contractual and legal obligations.
- Supervise the management of information technology systems and the maintenance of hardware and software, and helps identify information system enhancements.
- Maintain supportive working relations with programme directors and ensure the integration of strategic development plans into all regional and international programmes.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- Graduate university degree in business administration, human resources management or equivalent. Additional relevant advanced level qualifications highly desirable, such as an MBA/CPA or non-profit management;
- Ten years of experience in business administration and/or human resources management at senior management level; including a solid background in financial information systems, financial reporting, and budgeting;
- Professional qualifications in human resources and office management;
- Working experience from an international NGO or an international organisation a prerequisite, including experience in managing administrative systems that involve headquarters and regional offices;
- Proficient knowledge and experience with relevant Swiss legislation and compliance regulations for international NGOs in Switzerland. Good understanding and command of IFRS standards is essential.

Essential Skills

- Excellent interpersonal skills and ability to work comfortably as a team player and thrive in a fast-paced, multicultural environment;
- Excellent communication and management skills, with demonstrated ability to provide supportive advice to staff on finance and human resource issues. Capacity to motivate and inspire colleagues and engage with them in a positive manner;
- Fluent (orally and in writing) in English and French. Spanish and/or additional languages an asset;
- Strong computer skills, comfort and familiarity with technology systems. Mac user an asset;
- A problem-solving, proactive approach to challenges and demonstrated experience operating and improving financial, payroll and administrative processes and information systems; internal and external customer service orientation;
- Commitment to and understanding of human rights issues.

The ICJ is an equal opportunities employer.

APPLICATIONS close on 15 February 2011 and should be addressed with your resume, a cover letter and the names and contact details of at least two referees to:

Ref: Senior Administrator:

By email: recruitment@icj.org

Or by post: International Commission of Jurists, P.O. Box 91, 1211 Geneva 8, Switzerland

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries, thank you for your understanding.