

The NGO Coalition for the International Criminal Court (CICC) is looking to fill the following position in its office in The Hague, the Netherlands:

### **Programme Assistant (100%)**

The Coalition for the International Criminal Court (CICC or Coalition) is a network of over 2,500 civil society organizations in 150 countries, working together to ensure a fair, effective, and independent International Criminal Court (ICC). The ICC is the first permanent Court with the mandate to bring to justice individuals who commit genocide, crimes against humanity and war crimes. The CICC is a project of the World Federalist Movement (WFM-IGP). For further information about the Court and the work of the Coalition, visit our website at [www.iccnw.org](http://www.iccnw.org).

#### **Vacancy:**

The Coalition for the International Criminal Court seeks a Programme Assistant for its international secretariat in The Hague. Under the direct supervision of the Hague Director, the Programme Assistant provides administrative and office support and acts as a gateway into the CICC, serving as the first contact point for individuals and members seeking information on, and contact with, the CICC in The Hague. This is a full-time position to start as soon as possible.

#### **Responsibilities:**

The responsibilities of the Program Assistant will include but are not limited to:

- Provide general administrative and office support, including answering phones and assisting with correspondence; support to Hague Director, and the Convenor during his stays in The Hague, and other staff as required; maintaining office files and archives; facilitating correspondence, including assisting with drafting when necessary.
- Recruiting interns and coordinating the internship and trial reporting programme of the office.
- Provide basic technical/help desk support, including ensuring adequate maintenance, making simple repairs and updates to the office's IT system and equipment, and liaising with relevant technical colleagues and providers.
- Events/meetings planning and preparing, including setting up conference calls and preparing materials; taking minutes of CICC meetings, including staff meetings and meetings with members.
- Preparing for and providing support during the ICC Assembly of States Parties and other ICC relevant conferences.
- Facilitating with reception and pre-selection of job applications for CICC vacancies.

**Terms and Opportunities:**

- We offer a paid full-time (40hr/week) contract under Dutch law.
- Opportunity to work in an enthusiastic, small and young international team, part of a large international secretariat and a global network.
- Opportunity to learn about the work of the International Criminal Court, the role of non-governmental organizations (NGOs) in relation to the ICC, the work of international NGOs as well as local NGOs based in all regions of the world, and the functioning of an international coalition.
- Possibility to attend international events and meetings, as well as to take on some additional responsibilities to suit own interests and skills.
- Competitive salary, commensurate with experience;
- Possibility to participate in a collective pension scheme based on 2/3 employer's contribution.

**Requirements:**

- Relevant university degree or equivalent education and/or training.
- Demonstrated support for human rights and justice efforts.
- Excellent organizational, planning and logistical skills with a proactive attitude and attention to detail.
- Excellent computer skills, in order to provide basic help desk support for the office and liaise with IT colleagues and providers.
- Pragmatic approach to finding solutions with limited resources.
- Well developed communication skills (oral and written); including ability to communicate with people with a varying degree of technical knowledge.
- Significant experience with email administration and internet usage.
- Ability to handle confidential information appropriately.
- Fluency in English. Fluency in Dutch and/or French is seen as an asset.
- Interest in international human rights, humanitarian law and justice issues.
- Ability to work efficiently under time pressure.
- Skilled at prioritizing and completing multiple tasks.
- Affinity with the goals of the CICC and motivation to work in the non-profit sector.
- Ability to interact with colleagues and stakeholders from different cultures and backgrounds with tact, diplomacy and sensitivity.
- Ability to work independently with minimal supervision, as well as in a team environment.

In order to apply for this position, please send, in English:

1. A cover letter describing why you are interested in the Coalition for the ICC and summarizing your suitability for the position;
2. A curriculum vitae;
3. Names and contact details of three referees

As soon as possible, before 10 July to Maaïke Matelski: [matelski@iccnw.org](mailto:matelski@iccnw.org). Include your first and last name, the job title (Programme Assistant), and the date of submission in the subject line. **Applications will be reviewed on a rolling basis and interviews may be scheduled prior to 10 July.**

No phone call inquires, please. Receipt of applications will be confirmed only by the application deadline. Only shortlisted applicants will be contacted personally.

The CICC is an equal opportunity/affirmative action employer strongly committed to hiring and retaining a diverse and internationally representative staff.