

VACANCY ANNOUNCEMENT

Administrator

Jean-Pictet International Humanitarian Law Moot Court Competition

Please submit a cover letter, curriculum vitae, and a list of three references to

job2011@concourspictet.org, by July 15, 2011

The position is either full-time or part-time, to be discussed, depending on needs of the organization and selected candidate.

Remuneration: depends on the qualifications of the selected individual.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Within delegated authority, the Administrator will be responsible for the following duties:

The Administrator reports to the Committee for the Jean-Pictet Competition ("CCJP"), and is responsible for the organization's consistent achievement of its mission. In program management and administration, the Administrator will:

Specific responsibilities:

1. Work with the CCJP to organize the annual Jean-Pictet International Humanitarian Law Moot Court Competition ("Competition").
2. Act as the focal point for all operational and administrative tasks related to the organization.
3. Perform all tasks related to the development, implementation and evaluation of the annual Competition, including coordinating the application process, distribution of academic training documents, visa process and travel plans for participants, as required.
4. Coordinate and facilitate the participation of judges, tutors, and organizers at the annual Competition, including visa process and travel plans, as required.
5. Engage in extensive fundraising, within parameters of existing fundraising sources and seek new sources of funding, to ensure that adequate funds are available to permit the organization to carry out its work, including the provision of resources for the Universality Fund (for teams from developing countries).
6. Correspond with universities and other institutions that seek to participate in the Competition.
7. Correspond and coordinate with International Committee of the Red Cross delegations that are providing support to participating teams.
8. Prepares various written outputs, including periodic updates, meeting reports, funding requests, compilation of team evaluation reports, annual reports, and capitalization reports (to ensure lessons learned are addressed and historical memory is documented).
9. Organize meetings of the CCJP (board meetings).
10. Manage and update the website (www.concourspictet.org).
11. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
12. Provide leadership in developing program, organizational and financial plans with the CCJP, and carry out plans and policies authorized by the CCJP.
13. Maintain official records and documents, and ensure compliance with regulations and legal status in the states where the CCJP operates.
14. Jointly, with the CCJP, conduct official correspondence of the organization, as required.
15. Occasionally travel, as required.

In communications, the Administrator will:

1. See that the CCJP is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals, where necessary.
3. Represent the CCJP with donors and potential donors, participating universities and institutions, international organizations, and academic institutions, among other organizations, as necessary.
4. Deal with the media, issue press releases, etc.

In budget and finance, the Administrator will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the CCJP in preparing a budget; see that the organization operates within budget guidelines.
3. Manage and follow-up on the budget.

4. Prepare a financial report after the Competition.

Perform other activities as required.

EXPERIENCES AND QUALIFICATIONS

Education:

At least a first university degree (eg, law, political science, international relations, or related fields).

Required: Participation in some capacity in the Competition (either as participant, coach, tutor, jury member, or member of organizing team).

Work Experience:

Experience in project or programme management and administration or related area may be an advantage. Candidates should have experience working in multicultural environments. Previous experience working with a volunteer board of directors is highly desirable.

Languages:

English and French are the working languages of the Competition. For the post advertised, fluency in English and French (oral and written) is required. Knowledge of other languages may be an advantage.

SPECIFIC COMPETENCIES

Self-starter; ability to think and work independently.

Capacity to work under high levels of stress.

Capacity to prioritise tasks.

Comfortable working remotely (there is no headquarters for the organization).

Basic financial management skills desirable.

Competent with Microsoft Office applications (Word, Excel), Photoshop, and other relevant software.

Web management skills desirable.

Sense of humour.

Excellent oral and written skills.

Professionalism.

Accountability.

Teamwork.

Communications.

Judgment, Decision-making.