Coalition for the International Criminal Court (CICC) Secretariat
Vacancy - Program Assistant

Closing date: 15 February 2024, at 16h CST. Applications will be reviewed on a rolling basis.
Location: The Hague, Netherlands
Type: Entry-level position
Contract: Full-time (38 hours a week), six-month employment contract under Dutch law, with possibility of extension. 5 weeks paid leave.
Preferred starting date: March 2024
Remuneration range: 26,000 - 30,000 EUR gross per year on a full-time basis

About this role
The Coalition for the International Criminal Court is the world's largest civil society partnership advancing the global fight against impunity for serious international crimes. Its membership and work are facilitated by its Secretariat, with staff in New York, The Hague, and Brussels.

The Secretariat of the Coalition for the International Criminal Court is looking for a dynamic and passionate individual to join its team. The Program Assistant will play a pivotal role in providing administrative and operational support to the Coalition's Secretariat and membership, including to facilitate civil society access to and participation in important annual gatherings such as the ICC-NGO Roundtables. You can learn more about us at www.coalitionfortheicc.org or on our social media (Twitter, Facebook, and LinkedIn).

Tasks and activities
- **Event Participation for NGOs:** Facilitate NGO participation in events like the ASP sessions and ICC-NGO Roundtables. This includes arranging accreditations, responding to participation queries, providing updated information, and organizing side meetings.
- **Administrative Support for Projects and Meetings:** Assist with scheduling, agenda sharing, and reporting for various projects and meetings.
- **Database and Mailing List Management:** Maintain contact databases and manage mailing lists, membership applications, and processes for new member orientation.
- **General Administrative Assistance:** Provide various administrative support, including IT help.
- **Editing and Translation:** Proofread and edit information and documents, and arrange translation and interpretation services as needed.
- **Meeting Attendance and Reporting:** Attend and report on ICC, ASP, or UN meetings and events in The Hague.
- **Information Response:** Handle general information requests from members and external actors.
- **HR Support:** Assist in recruiting staff and interns.
- **Additional Secretariat Support**: Help with other tasks as required by the Secretariat.

Qualifications Requested
- Highly detail oriented;
- Pro-active, able to work independently in a small and dedicated team;

- Problem-solving skills;
- Strong verbal and written communication skills;
- Proficiency in English, as well as French *or* Spanish;
- High level of computer proficiency;
- Affinity with the values and mandate of the Coalition for the ICC.

What we offer

- Experience working in a civil society network operating in the international justice field;
- Opportunity to learn about the work of the ICC and civil society coalitions.
- Professional development: the Program Assistant take on additional responsibilities to suit their interests and skills;
- Working with deeply inspiring human rights defenders from around the world;
- A supportive work environment where collaboration and support are central;
- Flexible work arrangements that promote well-being.

How to apply

Please send the following by 15 February 2024, at 16h (CST):

- A curriculum-vitae;
- A one-page cover letter; and
- Names and contact details of two references.

Apply **via email** to **hr@coalitionfortheicc.org** with the subject "CICC Program Assistant application".

We are committed to creating a diverse environment. Applications are accepted without distinction on any grounds including age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, gender or sexual orientation.

Only short-listed individuals will be invited for an interview.