

**Women's Initiatives for Gender Justice**  
**Office Manager**

**The Organisation**

The Women's Initiatives for Gender Justice is an international women's human rights organisation based in The Hague that advocates for gender justice through the International Criminal Court (ICC) and works with women in armed conflict situations including in Uganda, the Democratic Republic of the Congo, Sudan and the Central African Republic. [www.iccwomen.org](http://www.iccwomen.org)

**Profile**

The successful candidate is someone who is able to function independently, is competent in and enjoys managing staff, is highly organized and can provide oversight of all administrative and financial tasks for the organization. This position requires someone with strong management and personnel experience, capable of establishing individual and team priorities and adept at delegating responsibilities. The post is part of a small, busy and highly functioning team with offices in The Hague, Uganda and the Democratic Republic of the Congo.

**Qualifications and Skills:**

- HBO / Bachelor in Office management or related discipline.
- The working language of the organization is English, as such fluency in English and Dutch are required. A good understanding of French is highly preferred.
- At least 5-7 years office/facilities management experience for an organization of 10+ staff and multiple locations.
- Financial evaluation and budgeting skills
- Prior NGO experience is an asset.
- Ability to develop office systems and keep records.
- Excellent interpersonal and communication skills (verbal and written).
- Strong computer skills/proficient with Windows operating system, as well as MS Office (Word, Excel, Outlook).
- Excellent organizational skills, attention to detail, follow through and ability to prioritize a high workload in a fast paced office.
- Demonstrated leadership and team building skills.
- Consistency in work pace, style and execution.
- Flexibility / Adaptability.
- Self motivated, takes initiative, ability to learn quickly and responsive to feedback.
- Ability to handle sensitive and/or confidential information appropriately.
- Ability to work independently.
- A commitment to the goals and contributing to the development of the Women's Initiatives for Gender Justice

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**Responsibilities:**

- Assist Executive Director with office functions, correspondence, special projects and day to day operations.
- Coordinate and communicate information and activities among employees.
- Maintain Personnel records and manages Human Resources functions.
- Schedules and coordinates annual performance reviews.
- Assist in recruiting, including advertising, screening and interviewing.
- Manages employee orientation, exit interviews, requests and scheduling of vacations.
- Oversees office administration, including maintenance of all office IT equipment; including PC's printers, laptops, software and servers.
- Maintains and updates employment manual.
- Oversees maintaining and updating operational manuals.
- Maintains and updates organizational protocols.
- Oversees reviewing and renewing 3<sup>rd</sup> party contacts and insurance policies.
- Provides initial oversight, with the Finance Officer, of the office accounts including ensuring production of monthly management reports and quarterly income and expenditure statements for review.
- Management of donor portfolio, maintain overview concerning deadlines of application and justification of grants, the conditions of the grant (narrative and financial) and follow up with donors.

**Conditions:**

One (1) year 80% (32 hour) contract. Start date a.s.a.p, competitive conditions and salary.

**Please apply (in English) by 31 May 2010.**

**Please submit, in English:**

- Your curriculum Vitae.
- A cover letter summarizing your interest in and suitability for the position, addressing the necessary tasks and experience.
- The names and contact details of three referees.

Send to:

[astrid.devries@iccwomen.org](mailto:astrid.devries@iccwomen.org)

**No phone calls please.** Only candidates selected for an interview will receive a reply to their application. For more information about the Women's Initiatives for Gender Justice go to [www.iccwomen.org](http://www.iccwomen.org) .

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