



Department of International Refugee Law and Migration Law

Vacancy Notice: HR, Finance & Administration Assistant

The Department of International Refugee Law and Migration Law at the International Institute of Humanitarian Law, Sanremo – Italy calls for applications to the position of **HR, Finance & Administration Assistant**.

The ideal candidate shares our values in promoting the respect of International Law and the safeguarding of human rights through compelling contents in multiple formats. S/he is a flexible and proactive team player with solid and personal communication skills.

Applications:

Applications must be submitted by email addressed to refugee.department@iihl.org with subject: VACANCY: HR, FINANCE AND ADMINISTRATION ASSISTANT.

The email should include the following:

- Letter expressing interest in the position and outlining reasons why the application should be selected;
- Updated Curriculum Vitae, including three references;

Application deadline: 1 November 2021.

The Institute may choose to begin the interview process before the application deadline should a suitable candidate be identified.

Contract:

The incumbent will work for the International Institute of Humanitarian Law under a Consultancy contract until **31 December 2021**. Subject to availability of funds and satisfactory performance, the contract can be extended.

The incumbent will perform daily work in Sanremo, Italy. It is expected for her/him to travel to Geneva (CH) upon request of the Department's Director.

Requirements:

- University Degree in Human Resources, Finance or Accounting;
- 1-2 year of experience in Human Resources, Finance or Accounting preferably in a nonprofit environment, or an equivalent combination of experience and training;
- Knowledge of general accounting and accounting SW (preferred: Oracle Netsuite)
- Well-developed computer skills, particularly MS Excel;
- Experience in working directly with persons in need of protection and groups with specific needs is an asset;
- Strong organizational and communication (written and oral) skills;
- Ability to meet changing demands and to adapt to frequently changing priorities;
- Ability to set schedules, meet deadlines, manage multiple tasks, and work as part of a team in an international environment.
- Ability to maintain confidentiality;

- Accurate reporting skills and attention to detail;
- Required languages: fluent verbal and written English. Working knowledge of an additional UN Official Language is an asset.

Terms of Reference:

Under the supervision of the Finance Officer of the Department of International Refugee Law and Migration Law, the HR & Finance Administrative Assistant will:

- Assist in the pre and post-hiring process
- Sorting, filing and maintaining the relevant documentation (e.g. contracts, letters, offers) for efficient recordkeeping and easy retrieval
- Preparing and archiving administrative requests and documents (e.g. travel expenses reports, purchase orders, vendor bills, notes of debit)
- Supporting the use of the new online ERP system (Oracle Netsuite)
- Assist in managing and updating monthly financial reports
- Conduct any other tasks relevant to the Department's Programme, as assigned by the Director of the Department.