Administration Officer, Corporate Services
Ref: 008/2018

Location: The Hague, Netherlands
Start of contract: 15 April 2018
Grade of position: Locally Engaged Staff (L6), not eligible for expatriate allowances

Organization profile
Every year, millions of people around the world go missing as a result of conflict, human rights abuses, disasters, organized crime, irregular migration, and other causes. Be part of a growing international organization that is dedicated to tackling this global challenge.

The International Commission on Missing Persons (ICMP) is a treaty-based international organization with headquarters in The Hague, the Netherlands. Its mandate is to secure the cooperation of governments and others in locating and identifying missing persons. As the only international organization tasked exclusively to work on the issue of missing persons, ICMP maintains field programs throughout the world. To learn more about ICMP click here.

Vacancy Background
The Administration Officer is responsible for the effective and efficient administration of ICMP activities through the provision of administrative and logistical support to the Director-General and the Director of Corporate Services, including via day-to-day office management of the ICMP Headquarters in The Hague, Netherlands. The incumbent also provides administrative support to events and conferences organized by the Headquarters.

Main Duties and Responsibilities:
Reporting directly to the Director of Corporate Services, and working in direct support of the Director-General, the main duties and responsibilities of the Administration Officer will be as follows:

HQ Office Management:
- Planning and coordinating ICMP HQ administrative tasks on a daily basis, including the management of HQ related service contracts/agreements;
- Preparing procurement plans and budgets related to HQ costs (e.g. furniture, utilities, etc);
- Performing general office duties, such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work;
- Making recommendations to the Director of Corporate Services on administrative and HQ related issues, included on the implementation of policy and actions in line with the Host State Agreement;
- Facilitating travel for internal and external visitors to the HQ, including the raising of procurement requests and the booking of hotels for visitors, etc.
Planning and coordination in support of the Director-General and the Director of Corporate Services:

- Planning and coordinating the Director-General’s travel and work agenda;
- Preparing and implementing events on behalf of the Director-General and Director of Corporate Services, and ensuring active follow up, as necessary;
- Coordinating logistics and providing agendas, notices, minutes and preparatory materials prior to all Director-General meetings;
- Accompanying the Director-General during in internal and external meetings; writing minutes and following up on actions to be taken with regard to decisions adopted;
- Drafting notes at senior management meetings;
- Coordinating Director-General travel, including planning/arranging all international and local air and ground travel, assisting with visa applications, and preparing travel/expense claim reports;
- Scheduling and participating in general HQ meetings and drafting minutes for internal circulation;
- Liaising with embassies, international organizations and the Dutch authorities (national and local) on issues pertaining to the HQ, including taxation, in line with the Host State Agreement;
- Providing administrative support to HQ staff and ICMP field staff visiting the HQ.

Event Planning:

- Providing administrative support to HQ events;
- Providing logistical and administrative support to Board of Commissioners meetings, Conference of State Parties and Finance Committee meetings and other events.

Qualifications and Experience:

- Completed secondary education (High School Diploma). A university degree in Management, Project Management, Public Administration or relevant fields is highly desirable;
- A minimum of six years of professional experience, including experience in general administration and planning/coordinating events and work programs, ideally within a multinational environment;
- Experience of program/project planning and coordination;
- Experience conducting event planning, ideally within an international setting;
- Experience of general administrative duties, such as HR, budgeting and procurement.

Language proficiency:

Essential
- English (Fluent speaking, reading, writing)
- Dutch (Fluent speaking, reading, writing)

Desirable
- French, Spanish or Arabic language proficiency is desirable but not essential.
Personal Qualities:
- Ability to work in independently, in disciplined manner, and strong commitment to achievement of targets on deadline;
- Experience of working in multi-cultural teams;
- Highest standards of integrity, discretion and loyalty;
- Proven planning and organizing skills;
- Ability to report on meetings accurately and succinctly;
- Effective time management skills with demonstrated ability to manage multiple activities in a fast-paced environment;
- Good analytical and writing skills;
- Excellent communications skills - Proactive, confident and with an ability to adapt to build relationships with both internal and external stakeholders.
- Computer literate with practical experience with Microsoft applications.

HOW TO APPLY:
- Send a Curriculum Vitae with cover letter and three work-related references to application@icmp.int.
- Please state Reference VN 008/2018, Administration Officer, in the subject line.

Vacancy Closing Date: Review of applications will begin on 16 March 2018; however, the vacancy will remain open until filled.

ICMP is an equal opportunity employer and is committed to diversity.
We thank all applicants for their interest.
Only those selected for an interview will be contacted.
We regret that we are unable to respond to individual telephone or email inquiries.