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29.10.2021

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VACANCY ANNOUNCEMENT: Administrative Officer for a Support Project for Afghan Scholars at Risk



The Global Campus of Human Rights (hereafter Global Campus) is an inter-disciplinary centre of excellence supported by the EU, by the Right Livelihood and other partner institutions, aiming at pursuing

the continued promotion of human rights and democratisation through education, specialised training, and research cooperation worldwide through a network of regional academic partners. Its main headquarters are based in Venice-Lido, Italy and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand.

The Global Campus is seeking a qualified individual for the position of **Administrative Officer**; she/he will work as member of the staff of Global Campus of Human Rights based in Venice-Lido. As part of the Secretariat, she/he will be responsible for the administrative implementation of a **new project** supported by the European Union, which aims at **placing Afghan scholars and students at risk at different universities** which are members of the Global Campus of Human Rights network. The project is limited to the **academic year 2021/22** (i.e. until end of July 2022).

FUNCTIONS & TASKS:

The Administrative Officer will coordinate the scholarship programme, liaising with scholarship recipients and hosting universities during this current academic year.

- Support the selection of and matching process between scholarship recipients and Global Campus universities;
- Researching visa requirements and other relevant health-related and insurance requirements;
- Liaising with the universities' competent offices in order to assist selected candidates in the application process;
- Communicating with host universities about university-level requirements and logistical arrangements;
- Liaising with the Global Campus financial department and financial departments at hosting universities to facilitate the scholarship contracts;
- Monitoring the implementation of the activities related to the scholarship in cooperation with the hosting university (including arrival, integration into faculties/course work, supervision, access to university facilities etc.);
- Organising networking events for the scholarship recipients and maintaining regular contact with both recipients and host universities;
- Coordinate with partner institutions, NGOs and networks providing assistance to (Afghan) scholars and students at risk, exchanging information and sharing best practices;
- Assist in preparing a strategy for long-term support to selected scholars/students;
- Coordinate reporting requirements in cooperation with the GC Secretariat.

PROFILE & REQUIREMENTS:

The Administrative Officer should further possess the following skills:

- Experience in project management and administrative and organisational tasks, preferably in an international environment or in the non-profit sector;
- Excellent English written and oral communication skills; knowledge of other languages (e.g. Pashto, Dari, Persian, Italian, Arabic) is a plus;
- Strong organisational and time management skills, ability to work independently;
- Ability to work under pressure and to tight deadlines;
- Discretion and an understanding of confidentiality and sensitivity issues;
- Precision and attention to detail;
- Ability to anticipate and to take initiative;
- Efficient use of the most important Microsoft Office programmes (Word, Excel, PowerPoint);
- Team-working ability.

The Global Campus particularly welcomes applications from individuals with an Afghan background.

ESSENTIAL INFORMATION:

- **Position:** Full-time (40 hours per week), fixed term until 31 July 2022
- **Start of the contract:** At the earliest convenience, preferably by mid-November 2021
- **Salary:** The GC applies the National Labour Collective Contract for the Commercial and Services sector (CCNL Commercio e Servizi). The gross salary depending on qualifications and seniority.
- **Workplace:** Venice-Lido, at the Global Campus headquarters (Monastery of San Nicoló)
- **Application and selection procedure:** Since the position needs to be filled at the earliest possible date, applications will be reviewed **on a rolling basis**. The closing date for receipt of applications is Sunday, 14 November, at 6 pm (CET). Shortlisted candidates will be invited to an interview, either in person in Venice or online.

In order to apply, please send a **motivation letter** and a **curriculum vitae in English** by email to Elisabetta Noli, Administrative Director (elisabetta.noli@ghumanrights.org), and Imke Steimann, Executive Assistant to the Secretary General (imke.steimann@ghumanrights.org).

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