

Posted on

22.07.2022

Share on

- [Facebook](#)
- [Twitter](#)
- [LinkedIn](#)
- [Email](#)

VACANCY ANNOUNCEMENT: General Services Officer



The **Global Campus of Human Rights** is an inter-disciplinary centre of excellence supported by the EU, by the foundation 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 (at the Monastery of San Nicolò) and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand. For more information visit www.gchumanrights.org

The Global Campus of Human Rights is seeking a qualified individual for the **position of General Services Officer**; she/he/they will work as member of the staff of the Global Campus of Human Rights based **in Venice – Lido, in the Premises/IT department**, mainly assisting in the arrangement of the **logistics services** (travel, accommodation, catering) for the Global Campus activities and events.

FUNCTIONS AND TASKS

- Checking availability and rates of the services required (e.g. accommodation, catering, local transportation);
- Liaising with relevant suppliers and providing them with detailed directions concerning the services, the guests' needs and the invoicing requirements;
- Dealing with the travel agency servicing the Global Campus with travel bookings and ticket issuing (flights, train);
- Taking care of local transportation services;
- Working in close cooperation with the GC financial department in order to facilitate provision of all data needed for proper accountancy and financial reporting;
- Liaising with the other staff members in order to properly organise the support services needed for the implementation of the activities which belong to their management and coordination;
- Other relevant duties

SKILLS AND REQUIREMENTS

Professional

- Previous work experience in a similar job position;
- Proficient in Italian and English, both written and spoken;
- Experience in administrative work;
- IT skills (good knowledge of Microsoft Office™, Outlook, internet navigation);
- Basic knowledge of Italian accounting and invoicing;
- Basic knowledge of the tourist industry;
- (desirable) Basic use of SAP Business 1.

Personal

- Precision, accuracy
- Problem-solving aptitude
- Team working ability
- Sense of responsibility
- Ability to work under stress
- Strong communication skills
- Experience and motivation to work in an international environment

APPLICATION AND SELECTION PROCEDURE

Deadline for applications: 18 August 2022 - 17.00 CEST

Starting date: 01 September 2022 or as soon as possible thereafter

Contract: full time fixed term “subordinate contract” (“contratto di lavoro dipendente a tempo determinato”) for 1 year– in the framework of the National Collective Labour Agreement for Commerce and Services (Contratto Collettivo Nazionale di Lavoro – CCNL – per il Commercio e i Servizi).

Salary: Annual gross salary will be based on seniority and qualifications.

The position requires work to be performed mostly from the premises (even if some flexibility to consider remote work is applied), and the person is thus asked to be based in Venice, or in close locations to Venice, from which commuting to Venice-Lido is reasonable.

Please send a **motivation letter** and detailed **curriculum vitae** in English to the Global Campus Administrative Director, **Elisabetta Noli**, elisabetta.noli@gchumanrights.org, and to the Premises and IT Manager, **Luca Fantinel**, luca.fantinel@gchumanrights.org

- [Local](#)

, nbsp;