Vacancy Announcement: Personal Assistant to the Global Campus Secretary General

The Global Campus of Human Rights (hereafter Global Campus) is an inter-disciplinary centre of excellence supported by the EU, by the Right Livelihood Award Foundation (hereafter RLAF), 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.

With reference to its activities the Global Campus is looking to appoint a qualified individual to fill in the position of **Personal Assistant to the Global Campus Secretary General**.

**Functions and tasks**

The **Personal Assistant to the Secretary General** shall work as member of the Global Campus staff, in direct contact – and under the direction and supervision – of the Secretary General. His/her work shall be performed also in close cooperation with the Administrative Director.

The position involves a combination of **organisational, administrative, and substantive responsibilities** performed in support of the Secretary General (SG), including:

- Managing the SG’s agenda of appointments and events;
- Organising missions, handling travel and accommodation bookings, visa issues, reimbursements, etc.
- Dealing with incoming email, faxes and post; screening phone calls, enquiries and requests, and handling them when appropriate; often corresponding on behalf of the SG
- Assisting the SG and Administrative Director in the preparation and organisation of the Global Campus Governing Bodies meetings as well as taking minutes as required
- Organising and attending other meetings, conferences
- Assisting the SG in preparing for meetings and events, taking notes
- Accompanying the SG on national and international meetings and missions
- Carrying out background research, producing documents, briefing papers, reports, speeches, teaching materials and presentations for conferences and meetings, and briefing the SG before meetings and interviews
- Preparing and delivering – upon the SG's instructions – institutional correspondence and maintaining the liaison with relevant institutions/interlocutors
- Handling and filing data, archiving relevant documentation, reporting
- Being the contact point at all levels of seniority
Profile/requirements

The **Personal Assistant to the Secretary General** should possess and demonstrate the following requirements:

- Experience in administrative, organisational and management tasks, preferably in an international environment and in the non-profit sector;
- Excellent English written and oral communication and presentation skills; knowledge of other languages (e.g. German, Italian, French) is a plus;
- Ability to research and analyze various topics and news related to human rights and present material clearly and concisely;
- Excellent and culturally sensitive communication and diplomatic skills;
- Knowledge and/or experience in the field of human rights and democratisation;
- Commitment to human rights;
- Familiarity with an environment of higher education;
- 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, attention to detail;
- Ability to anticipate and to take initiatives;
- Efficient use of the most important Microsoft Office programs (Word, Excel, PowerPoint);
- Team-working ability;
- Availability and willingness to travel.

Essential info

- Start of the contract: The Personal Assistant to the Secretary General will be required to take up service starting in March or April 2020.
- Salary: The gross salary will depend on qualifications and seniority.
- Workplace: Venice Lido – at the Global Campus headquarters (Monastery of San Nicoló).
- Application and selection procedure: The closing date for receipt of applications is Thursday 30 January 2020 at 6 pm (CET).

Please send a **motivation letter** and detailed **curriculum vitae** to the attention of the Global Campus Secretary General, Manfred Nowak (**manfred.nowak@gchumanrights.org**) and to the Administrative Director Elisabetta Noli (**elisabetta.noli@gchumanrights.org**).

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