

THE GENEVA ACADEMY IS SEEKING

Professionalizing Activities Coordinator

Period of Contract: Fixed-term

Activity Rate: 80 percent

Deadline for the Receipt of: 1st November 2021

General Description of the Position

The Geneva Academy provides postgraduate education, conducts academic legal research and policy studies, organizes training courses and expert meetings. We concentrate on branches of international law that relate to situations of armed conflict, protracted violence and protection of human rights. We currently offer three master programmes:

- The LLM in International Humanitarian Law and Human Rights (LLM)
- The Master of Advanced Studies in Transitional Justice, Human Rights and the Rule of Law (MTJ)
- The Executive Master in International Law in Armed Conflict (ExMas)

To complement the team of our Student office, we are seeking a Professionalizing Activities Coordinator at 80 percent, with excellent networking skills. Applicants must demonstrate a strong understanding of International Geneva and be familiar with administrative work. A prior career advising experience, including development of career workshops for students and one-on-one career counselling is an asset.

Candidates that possess a master degree relevant to our activities and at least four years of experience can submit their application (1) motivation letter, (2) CV (3) diploma until 1st November 2021.

Mission and Activities

As Professionalizing Activities Coordinator, you will be in charge of:

- Coordinating internships for our master programmes
- Conducting career workshops and individual counselling for students
- Developing our alumni community
- Supporting the Management of Education Programme

Candidate's Profile

- Master degree in a job-related field
- An excellent command of English, French is an asset
- Strong communication and networking skills
- Familiar with International Geneva including IOs, NGOs, UN agencies and diplomatic missions
- Ability to coordinate, plan and organize
- Proven experience in advising and counselling students is an asset
- Good knowledge of computer based tools
- Proactive and autonomous outlook
- Good time management skills
- Multitasking approach and flexibility
- Team spirit

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of age, marital status, disability status, race, national origin, color, gender, sexual orientation or religion.

Applicants must submit their their application (1) motivation letter, (2) CV (3) diploma [via the Graduate Institute of International and Development Studies portal](#) **until 1st November 2021**.

Please note that offers received by post won't be considered.