

Job Advertisement

EU Project “Consolidation of the Justice System in Armenia”

The German Foundation for International Legal Cooperation (**IRZ**) is implementing the EU funded Grant contract “Consolidation of the Justice System in Armenia”. We are currently looking for additional staff to supplement our existing team in Yerevan, Armenia, and are therefore looking for candidates for the position of a full-time

Office Manager

1. Project Background

The overall objective of the Consolidation of the Justice System in Armenia project (hereinafter: the Project) is to enhance the quality of justice. Through the Project, the justice system will be improved to meet the quality requirements of independence, efficiency, integrity, accountability and transparency in line with the priorities of CEPA and EU best practices.

The project should achieve the following results:

- The Strategy of Judicial and Legal Reforms is being updated and implemented in line with EU standards and best practices;
- Functional judiciary meeting the standards of independence, efficiency, integrity, accountability and transparency;
- Strengthened integrity and capacity of judges, motivated and skilled judicial personnel;
- A comprehensive system of court assessment and performance evaluation, empowered stakeholders capable to identify the ways of improvement of performances and judicial services and implement them.

Project partners are Expertise France and the Court Administration of Latvia. The implementation period of the Project is July 2020 to June 2022.

2. Description of the position

Based in Yerevan, Armenia, full time (100%) position, starting on 1st July 2021 until the end of the project.

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a. Responsibilities and Tasks:

- Assist the Team Leader and expert staff in the execution of their tasks, including preparation of seminars, workshops, meetings and conferences (agenda, invitation, minutes, list of participants);
- Assist the Team Leader in drafting, reviewing and assessing necessary reports;
- Ensure the general management of office premises (e.g. purchase of equipment and consumables, physical / digital file storage, coordination with landlord / technicians);
- Support the regular liaison with project beneficiaries and all other implementation partners;
- Maintain regular co-ordination among the local project staff and experts;
- Prepare and support virtual meetings through videoconference platforms;
- Responsibility for e.g. regional travel, logistical questions, and overall administrative support (e.g. daily communication, translation);
- Provide assistance in the management of the local budget (drafting budget documents and time sheets, making copies of these documents etc.);
- Support the coordination and communication with local authorities (e.g. tax authority, state registry);
- Prepare the Steering Committee Meetings (agenda, invitations);
- Support the procurement and tendering according to EC rules;
- Perform any other related activities, which may emerge and / or as required by the Team Leader and / or IRZ.

b. Qualifications and professional experience:

- University degree, preferably in the area of finance, economics, public administration or in language studies;
- Minimum of 3 years work experience;
- Previous work experience in an international project and/or organization is considered an advantage;
- Fluency in English and Armenian is required;
- Sound project management expertise;
- Proven ability to work in intercultural teams;
- Very good knowledge of relevant office and computer programs including videoconference tools;
- Excellent negotiation, networking, communication, reporting and IT skills;

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3. Contract modalities

Working days	220 working days over a 12-month period
Period of the assignment	July 2021 – June 2022
Starting day	July 2021, t.b.d. (as soon as possible)
Location of the assignment	Yerevan, Armenia
Working language	Armenian / English
Contract	Employment Contract
Remuneration	Gross monthly salary of 1.500 EUR

Please note that the modalities depend partly on external factors and will be finally discussed once the contract is being prepared.

4. Application Procedure

- Deadline for applications: Tuesday, 15 June, 23.00 CET.**
- Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to armenia@irz-projects.de
- Please indicate the position “Office Manager” clearly in your email as well as in the cover letter (to avoid misunderstanding due to parallel recruitment).
- Only shortlisted candidates will be invited for interviews and/or other methods of assessment, **if need be at short notice**. The selection for shortlisting will be based on the fulfilment of the above-mentioned qualifications and professional experience. References must be available upon request.

For more information, please contact gjortler@irz-projects.de.

5. Eligibility Requirements

In order to participate in the selection procedure, on the date of sending the application, all candidates must have the following eligibility requirements:

- no criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime which determines the inability to contract with the Public Administration;
- not subjected to criminal proceedings;
- fulfil the requirement of independence and no condition of incompatibility or conflict of interest (financial, business, work or other relations) with the Project Stakeholders / Armenian Justice Sector institutions;
- are not Armenian civil servants.**

Please find more details on data protection and how the German Foundation for International Legal Cooperation (IRZ) processes your personal data and which rights you have under the data privacy law here: <https://www.irz.de/index.php/en/data-privacy-notice-en>.

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