

Job Description

Job title: **Office Manager of the International Association of Prosecutors**

Reporting to: The Secretary-General.

Duties and Responsibilities: Under the supervision of the Secretary-General providing administrative support for the IAP and other relevant duties as may be determined by the Secretary General to include those set out in the annex to the job description.

Time available: Part-time in accordance with general agreements and employment contract.

**Qualifications
And Experience:**

- Work Experience from a busy and international environment
- Initiative, flexibility and ability to work independently with minimal supervision
- Excellent communication and interpersonal skills
- Accuracy and attention to detail
- Ability to work harmoniously as a member of a team.
- Fully proficient computer skills
- Ability to establish and maintain effective working relationships with people of different national, linguistic and cultural backgrounds.

**Knowledge of
Languages:**

Fluency in English is essential. Working knowledge to other languages is highly desirable and will be considered as an asset.

ANNEX

Duties of the Office Manager of the IAP

The Office Manger will at all times in performing his/her duties observe the Vision of the IAP and ensure that all activities are directed towards the achievement of the IAP objects in accordance with the current IAP Business Plan as agreed by the Executive Committee.

1. Membership Management

- Responsibility for the day to day management of the electronically based management systems;
- Assisting the Secretary-General in ensuring that official records and documentation are maintained and that this is available when required;
- Supporting individual members by;
 - responding to enquiries and dealing with requests;
 - administering annual membership subscriptions and invoices;
 - assisting the Secretary-General in ensuring website information - related to the individual members - is up to date;
 - organising the production and distribution certificates;
 - printing and distributing membership cards from the administrative module.
- Proactively following up those individual members who have allowed membership to lapse or who have not renewed membership electronically
- Ensuring in conjunction with Communication Manager that organisational members provide correct contact details and details of those entitled to the benefits of individual membership and that membership pass codes are allocated as appropriate
- Keeping up-to-date with advances and changes in electronic management system in conjunction with Communication Manager and Consultant

2. Financial management

- Managing and monitoring the website based membership payment system;
- Preparing lists of non-paying members for possible suspensions;
- Purchasing all office materials including visiting and buying from wholesale companies.
- Assisting the Secretary-General in managing the IAP Granting Program by;
 - researching and writing for grants;
 - corresponding with Granting Program candidates and recipients;
 - taking care of the payment of grants at the Annual Conference.

3. Representation

- Attending annual conferences and other conferences where required in order to provide such assistance as is required by the officers and members of the IAP.

4. IAP Conferences

- Assisting the Secretary-General and General Counsel in organising the regular IAP regional conference in The Hague;
- Assisting the Secretary General and General Counsel in connection with other IAP Conferences as required from time to time.
- Managing all entries and payments related to individual members;
- Managing all cash transactions and financial reporting related to income from membership fees and merchandise sales

5. Publications

- Co-ordinating material/articles for the IAP newsletter;
- Liaising with the printers of the newsletter;
- Co-ordinating material/texts for the website;
- Distributing books (eg Human Rights Manual, Standards for Prosecutors);
- Ordering printed materials (Best Practice Series, Introductions, etc) and preparing and checking printer's proofs;
- Collecting photographs and other material for on-going editions of the IAP History;
- Printing award certificates.

6. Communication

- Assisting the development of the IAP Website in partnership with Communication Manager;
- Monitoring the website in partnership with Communication Manager;
- Updating the website in partnership with Communication Manager;

7. Management of the IAP Merchandise shop

- Ordering and purchasing IAP merchandise;
- Stock control;
- Keeping the accounts.