

French and English-speaking Registration and General Affairs Officer (36 hrs.)

The Hague Academy of International Law, located on the Peace Palace premises in The Hague, is looking for a French and English-speaking Registration and General Affairs Officer.

This officer works under the supervision of the Secretary-General and the Head of the Secretariat to relieve them of all basic administrative duties and to manage the entire registration process for the Academy's courses:

Main tasks:

- Keeps track of all incoming applications and treats full-fee applicants for the Academy's courses based on an assessment of their files, sends out standardized communications to applicants such as invoices, payment reminders, letters of admission, refusals etc.;
- Verifies that the dossiers of scholarship and Directed Studies applicants are complete and sends out reminders to applicants with incomplete files. Takes care of the correspondence with recommending professors and scholarship sponsors about the selected beneficiaries;
- Aides with creating, preparing and managing the electronic registration processes and passes on instructions to the website bureau that collaborates with the Academy where necessary;
- Facilitates visa applications of registered attendees;
- Provides input for the compilation of lists of participants and statistic overviews;
- Acts as a primary point of contact for attendees of the courses with practical questions (and refers those with more complicated concerns to the Head of the Secretariat);
- Coordinates the Embassy programme during the courses;
- Provides general and administrative support during other programmes and events organized at or by the Academy;
- Answers incoming requests for information by e-mail or by telephone, and submits the more complicated requests to the Head of the Secretariat;
- Keeps track of the Secretary-General's agenda when required, schedules appointments, and sends out drafted correspondence to different stakeholders at their request;
- Takes care of hotel, catering, conference room and restaurant reservations (including seating plans), as well as the booking of airplane tickets where needed;
- Aids in keeping the Secretariat's databases of contacts up to date;
- Helps send out mass correspondence to internal and external contacts at specific times of the year;
- Aids in preparing posters, flyers and timetables for programmes and events; and helps in developing other communication tools, where needed;
- Helps keeping the website up to date;
- Takes stock of and orders office supplies for the Secretariat;
- Helps with the sale of Academy books and goodies to attendees;
- Fulfills any other administrative task that may be deemed necessary.

For this position The Hague Academy of International Law is looking for a candidate with the following profile:

- French (native or near-native, min. C1 level) with an excellent knowledge of English;
- Proactive, flexible and polyvalent person;
- MBO+ or secretarial education, organizational experience is an asset;
- Available to work during the Winter (6 - 24 January 2025) and the Summer (7 July – 15 August 2025) Courses' periods.

The monthly salary based on the institution's salary scale is € 3246,16€ gross for 36 hours/week.

A valid full-time work permit within the Schengen area is required for this position.

If you are interested in this position, please send your CV and motivation letter to vacancy@hagueacademy.nl.