



## **Administrative Officer**

### **Job Description**

- Location: London
- Contract Type: One year full-time contract with the possibility of renewal
- Closing Date: 15 November 2017

### **About Justice for Iran (JFI)**

Justice for Iran (JFI) is a non-governmental human rights organization seeking to address and eradicate the practice of impunity that empowers officials of the Islamic Republic of Iran to perpetrate widespread human right violations against their citizens, and to hold them accountable for their actions. JFI is a member of the International Federation for Human Rights (FIDH).

### **Overview**

Justice for Iran (JFI) is recruiting for a full time Administrative Officer to work in the office in London. The purpose of the Administrative Officer is to assist the Executive Director, Project Managers, staff and contractual with the day- to-day administration of JFI, helping to ensure that the NGO is able to operate effectively and in compliance with its mission and policies.

### **Key Responsibilities**

- Provide administrative support to the directors, project managers, staff and freelancers;
- Assist the directors in the smooth running of the organisation;

- Ensure that the office is run in an organised, cost-effective and professional manner, consistent with the needs of the teams based there.
- Meeting and greeting external visitors to the office.
- Assist the directors in internal and external correspondence and relations.
- Coordinate and plan trips, including arranging appropriate travel, visas, agendas and necessary contacts, country information, and other necessary preparations;
- Collect and keep the records of personnel and freelancer files, contracts, invoices, payments, contracts, timesheets and liaising all human resource affairs with the business manager;
- Keep the organisation calendar including deadlines, meetings, events, personnel holidays etc and notifying relevant team members;
- Maintain online storage, databases, websites and other online belongings with the assistance of the IT expert(s);
- Assis the directors and program officers in compiling or proof reading narrative reports, monitoring and evaluation reports, grant proposals and other documents;
- Collect, categorize and store all JFI virtual assets;
- Undertake any other reasonable duties that may be relevant to the role outline.

## **Qualifications and Experience**

### *Required*

- Eligible to live and work in the UK
- A relevant degree.
- Minimum of five years' experience in a role with similar levels of responsibility in NGO or other relevant sectors.
- Demonstrable experience of (and preferably some training in) at least two of the following:
  - Office or facilities management
  - ICT support
  - HR support
  - Bookkeeping.

## **Key Competencies**

- Excellent administration and filing skills;
- Excellent communication and written English skills;
- A confident, diplomatic and good communicator;
- A strong sense of discretion, especially with sensitive personnel matters;
- Well organised, with a strong attention to detail and the ability to prioritise and ability to work independently;
- Flexible, imaginative problem-solver with common sense and initiative;
- Advanced MS Office skills, with a good general understanding of the practical application of technology and ICT;
- Being a quick learner;
- Having basic research skills;

## **How to Apply**

Please send your CV, cover letter (1 page) indicating expected/current salary, and contact details of 2 references before **15 November 2017** to the following email: [info@jfingo.org](mailto:info@jfingo.org) , with 'Administrative Officer' in the subject line.

Only short-listed candidates will be invited to participate in a competency-based exam and an interview.

JFI is an equal opportunity employer and promotes gender equality. Women applicants are strongly encouraged to apply for this position.