



FULL-TIME JOB VACANCY ANNOUNCEMENT

The World Organisation Against Torture (OMCT) represents the largest international coalition of non-governmental organisations fighting against torture, summary executions, forced disappearance and all other forms of cruel, inhuman and degrading treatment.

The International Rehabilitation Council for Torture Victims (IRCT) is a health-based umbrella organisation that supports the rehabilitation of torture victims and the prevention of torture worldwide, with a membership of more than 140 independent organisations in over 70 countries.

OMCT and IRCT are currently seeking to recruit a FULL TIME LOCAL ASSISTANT for their project in Libya, based at their joint office in Tripoli. The deadline for applications is 28 September 2012.

RESPONSIBILITIES

The incumbent will work under the supervision of IRCT and OMCT international and local staff members. The responsibilities of the assistant include providing assistance to the implementation of anti-torture activities, such as:

- Providing logistical and planning support for trainings, seminars, high-level missions, public awareness and the rehabilitation of victims;
- Assisting in monitoring developments related to the issue of torture and human rights in general;
- Providing project management support, including through assisting in maintaining accounting records, ensuring compliance with the budget of the project, purchasing office supplies and maintaining inventory;
- Maintain contact with local and international organizations affiliated to the project;
- Schedule and draft minutes for meetings;
- Perform other administrative tasks as required, including answering and directing inquiries from victims and from civil society at large;

QUALIFICATIONS

Education: University degree

Related skills and knowledge:

- A passion for the universal principles of human rights and conviction in the absolute prohibition of torture;



- Experience in bookkeeping and accounting systems or other administrative experience;
- Well-organized and able to juggle multiple priorities at one time;
- Capacity to adapt to multidisciplinary work in a multicultural environment;
- Good interpersonal and communication skills;
- Ability to work under pressure to meet deadlines;
- Willingness to travel within Libya;
- Knowledge of IBM platforms: MS Word, PowerPoint, Excel, Access, Outlook, etc.;
- Arabic mother tongue or excellent knowledge of Arabic (written and oral);
- Strong English skills (written and oral);
- Libyan citizenship or legal residency in Libya.

APPLICATIONS

Applications for this position should be sent to ks@omct.org, with the subject line 'Application for Assistant Position'. Please submit a cover letter, a résumé, and salary expectations. Only short-listed candidates will be contacted.

OMCT and IRCT are equal opportunity employers.

For more information on OMCT, please visit www.omct.org and for more information on IRCT, please visit <http://www.irct.org/>