



INTERNATIONAL INSTITUTE FOR THE UNIFICATION OF PRIVATE LAW
INSTITUT INTERNATIONAL POUR L'UNIFICATION DU DROIT PRIVE

VACANCY ANNOUNCEMENT

The International Institute for the Unification of Private Law (UNIDROIT) is an independent intergovernmental organisation based in Rome that works to modernise, harmonise and co-ordinate private and in particular commercial law as between States and groups of States by preparing treaties, model laws, principles and other types of uniform rules. We are currently inviting applications for the position of

SECRETARY - ASSISTANT LIBRARIAN

Responsibilities

SECRETARY

Correspondence Management:

- Managing incoming and outgoing correspondence, which includes handling the Institute's info@unidroit.org account, sorting emails, and recording, archiving both electronically and in hard copy.
- Updating documentation in the internal server, drafting responses, organising and filing letters, and maintaining common files and general documentation; and
- Formatting documents and correspondence.

Administrative Support:

- Organising events such as conferences, seminars, and workshops;
- Receiving calls and visitors;
- Liaising with administrative staff of Host country, Embassies, international organisations;
- Managing meeting logistics, including making travel arrangements; and
- Maintaining project cost spreadsheets and performing other duties assigned related to the Institute's work.

ASSISTANT LIBRARIAN

- Management of the Library holdings, both physically and administratively:
 - cataloguing acquisitions or donations;
 - scanning of publications for the creation of an electronic library;
- Assisting both daily and long-term readers (scholars and interns, visiting experts and members of the Council, representatives of States) as required;
- Assisting members of staff; and
- Any other tasks necessary for the implementation of the work of the Library, as defined in the yearly plan and instructed by the Head Librarian.

Qualifications and Skills Required:

- A secondary school diploma or its equivalent from a technical or commercial school.
- Minimum 5 years of administrative experience, preferably with at least 3 years in an international organisation or large corporation.
- Proficiency in English at a native or mother-tongue level, with a working knowledge of French, and preferably Italian.
- Proficiency in computer skills, particularly in MS Office and WordPress.

Duration: Six months (probationary), renewable for 3-year periods.

Duty station: Rome, Seat of UNIDROIT

Salary: Competitive salary within the mid-range of the United Nations scales.

Entry on duty: by **15 January 2024**.

Selection criteria: Evaluation of CV and cover letter.

Applications should be addressed to the Secretary-General of UNIDROIT and include a CV, a cover letter, and a minimum of two references, sent via e-mail to jobs@unidroit.org **no later than 1 December 2023**.

Please note that only the candidates selected for interviews will be contacted.