

The AIRE Centre
Vacancy announcement

Logistics Assistant for AIRE Centre Western Balkans

Job title	Logistics Assistant
Place	Sarajevo, Bosnia and Herzegovina
Language	B/C/S and English
Eligibility	Residents of Bosnia and Herzegovina
Application deadline	11 August 2023
Starting date	01 September 2023 or ASAP
Duration	12 months with possibility of extension (including 3 months probation period)
Type of engagement	10 days a month

1. Background

The AIRE Centre

The Advice on Individual Rights in Europe (AIRE Centre) is a specialist non-governmental organisation that promotes the implementation of European Law and supports the victims of human rights violations. Its team of international lawyers provides expertise and practical advice on European Union and Council of Europe legal standards and has particular experience in litigation before the European Court of Human Rights in Strasbourg, where it has participated in over 150 cases.

For twenty years now, the AIRE Centre has built an unparalleled reputation in the Western Balkans, operating at all levels of the region's justice systems. It works in close cooperation with ministries of justice, judicial training centres and constitutional and supreme courts to lead, support and assist long-term rule of law development and reform projects. The AIRE Centre also cooperates with the NGO sector across the region to help foster legal reform and respect for fundamental rights. The foundation of all its work has always been to ensure that everyone can practically and effectively enjoy their legal rights. In practice this has meant promoting and facilitating the proper implementation of the European Convention on Human Rights, assisting the process of European integration by strengthening the rule of law and ensuring the full recognition of human rights, and encouraging cooperation amongst judges and legal professionals across the region.

The AIRE Centre is implementing a different regional projects focusing on collaboration with judicial institutions in the Western Balkans region. The AIRE Centre continues to build on our existing partnerships with the key domestic stakeholders in the justice sector, e.g. the courts, judicial training institutes to organise events, deliver publications and offer technical and expert assistance to increase judicial capacity, transparency and independence, in particular in the field of criminal law and combatting serious and organised crime, asset recovery and gender equality in judiciary.

The AIRE Centre strongly believes in the following **values**:

- **Excellence** in all it does, delivering to high standards, not taking work where it cannot deliver to those standards, improving its effectiveness so it can more smoothly deliver to those standards.



- **Trust and support**, with the team feeling empowered to deliver and take the initiative, and learn from mistakes in a positive way.
- **Accountability** for delivering to high standards, always seeking to ensure delivery and real-world impact, and facing up to challenges honestly.
- **Openness**, always seeking to reach out to colleagues and to develop and share knowledge collaboratively.

2. Responsibilities of Logistics Assistant

The Logistics Assistant will work under the supervision of the Programme Director and Office Manager in region. The Logistics Officer will have overall responsibility for the overseeing and coordinating all aspects of logistics operations to ensure the smooth and efficient flow of organising events.

Key responsibilities of the **Logistics Assistant** will be:

- Assist in the procurement process, including gathering quotations, preparing purchase orders, and coordinating with suppliers.
- Support in the distribution of supplies to event sites, including packing, and ensuring accurate documentation.
- Continuously assess logistics operations and identify areas for improvement. Implement best practices, standard operating procedures (SOPs), and cost-saving initiatives to enhance efficiency and effectiveness in logistics processes.
- Provide hands-on support during organization of events such as conferences, workshops, trainings, etc.
- Assist the Office manager with various daily office functions.
- Maintain accurate and up-to-date logistics documentation and records.
- Assist the Office manager with various daily office functions.

He/she will also be able to draw on support and expertise from other colleagues involved in the programme across the region, as well as from the regional office manager.

The Logistics Assistant will assist with AIRE Centre projects in the region as required and subject to availability.

3. Required qualifications, experience and skills

The following are required **qualifications** for the role:

- Residence in Bosnia and Herzegovina
- High school diploma or equivalent qualification. A bachelor's degree in logistics, supply chain management, or a related field is an asset.

The following **experience** is required:

- Previous experience in logistics operations or related administrative roles is desirable.

The successful candidate should also be able to demonstrate **knowledge and skills** in the following areas:

- Strong organizational and multitasking skills, with attention to detail, and is capable of taking the initiative.



- Effective communication and interpersonal skills, with the ability to work effectively in a team.
- Professional fluency in English both written and oral.
- Professional fluency in B/C/S both written and oral.
- Computer literacy.
- Has strong problem-solving skills.

The successful candidate will have the following **competencies and attributes**:

- Builds strong relationships with stakeholders and partners.
- Able to work as part of a team but also independently.
- Approaches work with energy and a positive, proactive mindset.
- A Delivery at pace - ability to perform tasks to a high standard while meeting deadlines.

4. Documents to be included when submitting the applications

Applicants must submit the following documents/information in English:

- CV
- Motivation letter
- Contact details of one referees familiar with the candidate's work experience and who can be contacted
- Availability/Commencement date

5. Evaluation of applications

The AIRE Centre applies a fair and transparent selection process that takes into account the technical qualification of the candidates. Candidate applications will be evaluated using a cumulative analysis method taking into consideration the combination of the applicant's experience, education, and qualifications. The contract will be offered to the applicant whose application has been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of the technical criteria defined below.

Criteria:

- Relevant qualifications, experience, knowledge/skills and competencies/attributes – 30 percentage points
- Specific experience in logistics – 15 percentage points
- Specific experience in event and conference management – 10 percentage points
- Interview – 40 percentage points

The top five candidates (with the highest number of points in the experience/qualifications and education evaluation) will be considered for an interview.

6. Conditions of the contract

The selected candidate is expected to start working in 01-Septmeber 2023 or as soon as possible.



The appointment will be for an initial period up to 12-month 2023 (including 3 months probation period), renewable for a further 12 months annually.

The remuneration will be assessed in line with budgetary constraints and qualifications of chosen applicant.

7. How to apply

Full applications with supporting documents shall be sent by midnight on 11 August 2023 to the e-mail address info@airewb.org.

Late and incomplete applications will not be taken into consideration. Applicants will receive feedback on the status of the recruitment process not later than 18 August 2023.

All applications will be treated with the strictest confidence.