

## JOB DESCRIPTION

### **Associate – The Global Initiative Against Transnational Organized Crime Office in Vienna, Austria**

The Global Initiative Against Transnational Organized Crime (GI-TOC) is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, and Malta, and a globally dispersed Secretariat. The GI-TOC comprises a network of over 550 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. We are dedicated to seeking new and innovative strategies and responses to organized crime. For more information, please see our website at <http://www.globalinitiative.net>.

The GI-TOC is offering a paid position (full-time) for 3 months.

Starting date: as soon as possible.

Location: Vienna, Austria (exceptional candidates in other locations could also be considered).

## OVERVIEW

We are looking for an associate to support with the organisational and logistical aspects of the 24-hour conference on global organized crime (OC24) held on 1-2 December 2021 (<https://oc24.globalinitiative.net/>).

The OC24 conference was founded last year during the coronavirus pandemic, aiming to bring together organized crime scholars, practitioners, students, and relevant stakeholder groups from all corners of the world. Following up on the success of OC24 - 2020 (with over 3,000 participants worldwide), this year's conference will continue with the 24-hour format and is again jointly organized by [ECPR-SGOC](#), [CIROC](#), [IASOC](#) and [GI-TOC](#).

The associate will be working closely with the OC24 Secretariat to ensure that this year's OC24 conference will be run smoothly. In addition to the OC24 responsibilities, the associate will be given other opportunities to work on various GI-TOC projects and initiatives, such as on the International Association for the Study of Organized Crime ([IASOC](#)), the Journal of Illicit Economies and Development ([JIED](#)), Drugs and Development Hub ([DDH](#)), and the Responsible and Ethical Private Sector Coalition against Trafficking ([RESPECT](#)). The work on these projects and initiatives will be a combination of both administrative tasks, social media and research activities.

## MAIN RESPONSIBILITIES

- Administrative and logistical support to the OC24 Secretariat and organizing team (e.g. coordination of speakers and volunteers, content postings on social media, managing the conference's website and sessions' pages, technical support to panels, email correspondence etc.)
- Administrative, logistical and research support to other projects and initiatives (e.g. meeting notes, coordination of events / webinars, occasional support with desk research etc.)

## REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree in a relevant field, such as event management, communications, criminology, journalism, public relations, or political science.
- Experience with event management / communications / public relations / social media.
- Motivated and enthusiastic to work in a fast-paced environment.
- Excellent communication skills (written and verbal).
- Proficient computer skills, especially with Microsoft Excel or Google Sheets and Forms.
- Native speaker or equivalent proficiency in English (French or Spanish or Italian is an asset).
- Knowledge of organized crime topics is an asset.
- High degree of accuracy, detail orientation, and organization is essential.

## APPLICATION

To apply, please send your CV and motivation letter (highlighting relevant skills and experience delivering similar projects, e.g. event management, Excel proficiency etc.) in one pdf file to Ms. Thi Hoang at [thi.hoang@globalinitiative.net](mailto:thi.hoang@globalinitiative.net).

Deadline: 7<sup>th</sup> November 2021 (extended deadline).

The Global Initiative operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.