



Research Assistant

Job Title: Research Assistant, President's Office

Location: The Hague, the Netherlands

Reporting To: Special Assistant to the President

Organizational Background:

The Hague Institute for Global Justice is an independent, nonpartisan institution established to undertake high-quality interdisciplinary policy relevant research, training and facilitation activities on issues at the intersection of peace, security and global justice. The Institute uses a combination of internal and external experts to conduct research, implement practical projects, and convene a range of topical workshops, conferences, and seminars that bring together practitioners and scholars. The institute's research, analysis and programming are of use to the Dutch government, multilateral institutions, and NGOs.

The Hague Institute for Global Justice is spearheading a major publication on the relationship between the UN Secretary-General and the UN Security Council. The project is run from the President's Office . The President wishes to recruit a Research Assistant, who will oversee this book project, including by liaising with authors and publishers, as well as providing research, drafting and editorial assistance.

Duties and Responsibilities:

- Provide research assistance to the President on issues related to the UN Secretary-General and UN Security Council;
- Serve in a project management capacity, ensuring that a project plan is developed and adhered to by stakeholders;
- Serve as the primary contact point for publishers, and liaise regularly with the publishing house on substance and formatting requirements;
- Serve as the primary contact point for contributors to the edited volume;
- Provide editorial assistance, including by offering guidance to contributors on citation styles.



Qualifications:

Essential

- A Master's Degree in political science, international relations, history, law or a related discipline;
- At least two years' experience in an international affairs work environment, ideally in a research capacity;
- Familiarity with the UN system, particularly with the roles and responsibilities of the UN Secretary-General and UN Security Council;
- Excellent English language written and oral communication skills.
- Superb attention to detail;
- Prior experience of editorial work;
- Familiarity with principal citation styles (MLA, APA, CMS etc.)
- Strong project management and organizational skills
- Demonstrated initiative and ability to work well with a team in a dynamic entrepreneurial environment.
- Strong interpersonal skills; must be able to work well with senior officials, scholars, publishers, and staff

How to Apply:

Please send a completed application package consisting of (1) a cover letter and (2) a CV to hrm@TheHagueInstitute.org. Include the words "Research Assistant, President's Office" in the subject of your email. Due to the high volume of applications, we will only contact candidates whose applications meet our requirements.

Terms and conditions of employment:

- The appointment will be in accordance with Dutch law.
- The Research Assistant will be appointed for a period of one year
- The duties and responsibilities will be laid down in performance agreements.
- Salary and Terms of Employment are comparable to the salaries and terms of employment of the Dutch universities (www.vsnu.nl).

The Hague Institute for Global Justice is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.