

**INTERNATIONAL TRIBUNAL FOR THE LAW OF THE SEA
TRIBUNAL INTERNATIONAL DU DROIT DE LA MER**



The International Tribunal for the Law of the Sea, Hamburg, has the following temporary vacancy for the period 1 September 2022 to 30 April 2023:

Programme Coordinator of the ITLOS Nippon programme
(Temporary Assistance part-time)

Functions: The incumbent assists the Director of the ITLOS – Nippon Foundation Capacity-Building and Training Programme and has the following main tasks:

- Administering the Programme
- Managing the application process for prospective participants in the Programme and coordinating the selection process
- Assisting in the planning of courses including online courses and planning visits to organizations and research institutes including travel and visa requirements
- Preparing grant proposals
- Managing and monitoring the Programme budget
- Providing advice on administrative questions relating to the Programme
- Preparing reports and documentation

Qualifications and experience: Completed secondary education; strong administrative and communication skills; excellent knowledge of English or French and working knowledge of the other language; knowledge of German would be an asset; full computer literacy.

Interested persons may send their application or requests for further information such as remuneration to the Head of Personnel at personnel@itlos.org or telephone +49 (0) 40 35607272