



## Job Announcement: ICCA Deputy Executive Director

The International Council for Commercial Arbitration (ICCA) is a worldwide organization devoted to promoting the use and improving the processes of arbitration, conciliation and other forms of resolving international commercial disputes. Pursuant to a Cooperation Agreement between the International Council for Commercial Arbitration (ICCA) and the Permanent Court of Arbitration (PCA), the PCA provides publication and related services to ICCA. ICCA and the PCA are currently seeking a suitable candidate to fill the position of ICCA Deputy Executive Director.

### ***Description of Responsibilities***

The role of the Deputy Executive Director shall be:

- Assisting the ICCA General Editors in the compilation and editing of the publications of the International Council for Commercial Arbitration (ICCA), including the Yearbook Commercial Arbitration, International Handbook on Commercial Arbitration, ICCA Congress Series, and ICCA membership publications;
- Assisting in the planning of, programming for, and liaising with organizing committees for biennial ICCA Congresses and other events;
- Assisting the ICCA Executive Director with the overall work of ICCA, including its compliance, reporting and governance obligations, and in particular the following:
  - o working with external counsel in order to ensure that ICCA Foundation, Inc. meets its compliance and regulatory obligations;
  - o supervising ICCA scholarship and grant programmes;
  - o reviewing tax filings;
  - o preparing ICCA budgets and reviewing budget performance reports;
  - o managing ICCA's bookkeeping and banking obligations, in consultation with external accountants; and
- Liaising with Young ICCA.

The Deputy Executive Director shall further be engaged in activities associated with the promotion of ICCA publications, and with projects and activities aimed at promoting and developing the use of arbitration and other forms of international dispute resolution.

### ***Qualifications and Skills***

Applicants must be qualified lawyers with a minimum of 5 years of work experience, fluent speakers of English, and have an interest in editorial or publications work.

Candidates should be based in The Hague, thrive in a multi-cultural environment, be willing to travel internationally, and take satisfaction from a varied set of responsibilities.

**Conditions**

- Full-time (40 hours per week, with the possibility of a 32/36-hour per week contract), with minimum presence on four days per week at the office in The Hague essential.
- Fully vaccinated against COVID-19.
- Salary in the A2 category of the OECD salary scales for the Netherlands and depending on experience.
- Start date: April-May 2023.
- Interested applicants should send a cover letter and CV by e-mail to:
  - o ICCA Executive Director, Ms. Lise Bosman ([lbosman@pca-cpa.org](mailto:lbosman@pca-cpa.org)) and
  - o [bureau@arbitration-icca.org](mailto:bureau@arbitration-icca.org)
- Application deadline: 31 January 2023 (interviews during February 2023).

**About ICCA**

*The International Council for Commercial Arbitration (ICCA) is a worldwide organization devoted to promoting the use and improving the processes of arbitration, conciliation and other forms of resolving international commercial disputes. Its activities include convening international arbitration congresses and conferences, publishing authoritative dispute resolution publications (including the Yearbook Commercial Arbitration, the International Handbook on Commercial Arbitration, and the ICCA Congress Series), and promoting the harmonization of arbitration and conciliation rules, laws, procedures and standards.*

*ICCA was established in 1961 and has official status as a nongovernmental organization accredited by the United Nations. Through a Cooperation Agreement with the Permanent Court of Arbitration in The Hague, the Netherlands, the PCA provides publication and related services to ICCA.*

**[www.arbitration-icca.org](http://www.arbitration-icca.org)**