



GLOBAL COMMISSION ON DRUG POLICY

Terms of Reference

Project: Global Commission on Drug Policy

Position: Executive Assistant - secretariat support for Europe

Reports to: Ruth Dreifuss and Michel Kazatchkine, Ilona Szabó de Carvalho and Miguel Darcy.

Main objective:

Assist Ruth Dreifuss and Michel Kazatchkine in their coordinating role of the European sub-group of the Global Commission on Drug Policy (GCDP); liaise with the GCDP secretariat in Rio de Janeiro; agenda and events setting; convene meetings and calls, keep notes, and communicate with public, private and civil society organizations, media, and other stakeholders as needed.

Main tasks/responsibilities:

- Directly assist Ruth Dreifuss and Michel Kazatchkine in activities related to their participation to the GCDP and the European sub-group of the GCDP.
- Liaise with members of the Commission, particularly those from Europe.
- Organize agenda, trips, events related to the GCDP work in Europe and possibly in Africa and Asia.
- Assist in the communication with European and Asian members of the GCDP upon request.
- Keep notes of meetings and issue monthly reports of activities to the Secretariat of the GCDP in Rio de Janeiro.

- Organize and maintain files and records. Keep track of the budget.
- Accompany members of the GDPC in meetings in Geneva and other cities when assistance is required.
- Liaise with the communication coordinator of the GCDP to respond to the media requests received directly by European members.
- Respond to the Steering Committee and to the Commission's Secretariat and liaise with partners.

Main skills:

- Strategic thinking and politically savvy. Knowledge of drug policy and interest in health-related issues are a plus.
- Excellent communication and writing skills both in English and French.
- Good interpersonal skills, flexibility and high level of patience.
- Professional maturity and ability to work with a high-level group of people.
- Detail-oriented and excellent organizational skills required.
- Computer savvy.

Location: This person will be based in Geneva and is expected to travel to different locations where meetings related to the project will take place.

Period: part-time position (at present, estimated at 50%)

Duration of contract: 12 months starting mid-September 2013