

WE'RE HIRING (Africa, Middle East or Asia based):
COMMUNICATIONS & PROGRAMMES OFFICER OR COORDINATOR

Who are we?

Delos Dispute Resolution (Delos) is an independent arbitral institution. It was established in 2014 to respond to the needs of businesses globally for time and cost efficiency in the resolution of disputes through arbitration.

In plain English: we help to resolve international commercial disputes, and we're on a mission to do so better, quicker, at a lower cost. We are a cross between a start-up and an international organisation – demanding on quality and professionalism, in a fun, caring and open global environment. We are looking for a new team member and, in joining us, you will have plenty of scope to grow, create and develop!

What role?

As a Communications & Programmes Officer or Coordinator, you will be responsible for promoting Delos and its activities to the arbitration community, for administering Delos's training programmes, and for managing Delos's events and some of the institution's other activities and programmes. You will also be engaged in a number of Delos projects and support the work of Delos's President and other team members. You will finally take part in various strategic initiatives.

Responsibilities include:

- Administering Delos's training programmes in conjunction with the team, particularly the Remote Oral Advocacy Programme (ROAP) and the Written Advocacy and Writing Awards (WAWA) programme, both of which are advanced online skills training programmes for arbitration practitioners around the world;
- Organising and supporting Delos's events and their marketing, preparing and delivering promotional campaigns, and liaising with partners and participants. This includes Delos's annual conference for the working group of its flagship Guide to Arbitration Places (GAP);
- Managing and supporting Delos's communications across its various channels, including its website, member area and mailings, and acting as a community manager for Delos. This includes drafting, graphic design, video editing and liaising with partners and other organisations involved in arbitration, amongst other activities;
- Taking part in Delos's other projects and publications through administrative and logistical assistance, as well as design and communications where needed; and
- As a Coordinator, being involved in formulating business development and growth strategies and identifying and engaging in business development opportunities.

Who are you?

Aside from the philosophical question, **you are** sharp, independent and proactive; you are fun, caring and thrive in a multicultural environment. You are ambitious to contribute and be part of an entrepreneurial adventure, and you have plenty of common sense. You are thoughtful, reflective, and can also switch gears when speed is needed. **You learn** fast and have an eerie level of attention to detail. Your writing and communications skills are excellent, and your level of written and spoken English is of the standard of a native.

In addition, **you have**: a bachelor's degree in law; excellent knowledge of Microsoft Office; and, ideally, previous experience with emailing tools, Adobe Photoshop (or InDesign), WordPress, and video editing tools.

Experience in arbitration, French, Arabic, Kiswahili, Hindi or Mandarin, and/or business development and marketing experience would be an **advantage**.

This is a **remote role based in** East or Southern Africa, the Levant or Egypt, South Asia, Malaysia or the Mekong region. We would like you to start as soon as possible.

Why join us?

The service fee, benefits, hours of work are those of a start-up; and we're offering the chance to **really make a difference** both within Delos and on a global scale. The **team culture** is collegiate, we care, and personal growth is important. We work to the standards of a solid legal practice and are keen on mentoring and training. You will be surrounded by brilliant people, lovely people, passionate people; and you will gain exposure to market leaders the world over.

In other words, this is a **great opportunity for legal practice skills development** (professional drafting, rigour, attention to detail, organisation, working as part of a team, 'client' management, and more) other than writing submissions/case documents or legal research, and it is also a **great opportunity to develop your professional network**.

How to apply?

Kindly complete the following **two steps** to apply for the role:

E-mail us (i) your CV, (ii) a cover letter and (iii) a description of no more than two pages of a project you have worked on, including its goals, how it was implemented and its impact, what the project meant to you and how you personally furthered the project's objectives. Please address these documents to Hafez Virjee at we.re-hiring@delosdr.org, with a copy to info@delosdr.org.

Fill out the short form at <https://forms.office.com/e/hJRQuufy5Y> to help us review your application and get back to you faster.

We will contact shortlisted candidates to arrange an interview on a video call.