

**VACANCY: CASE MANAGER**

The Permanent Court of Arbitration (PCA) is an intergovernmental organization dedicated to the peaceful resolution of international disputes. The PCA was founded in 1899. It has its headquarters at the Peace Palace in The Hague, and maintains offices in Singapore, Buenos Aires, Mauritius, Vienna, and Ha Noi. The PCA is currently accepting applications for the position of Case Manager for its new office in Ha Noi.

The duties of the Case Manager will include, among other things:

- Drafting, proofreading, editing, and formatting correspondence, reports, memoranda, and other documents;
- Providing secretarial and administrative support to the staff of the International Bureau;
- Taking minutes of meetings;
- Maintaining an effective filing system;
- Assisting with arranging hearings in international arbitration cases held worldwide;
- Making travel arrangements, including obtaining visas for destinations worldwide;
- Liaising with internal and external contacts in a professional manner;
- Transmitting (mail, courier, facsimile, etc.), scanning, and reproducing documents; and
- Performing other tasks as directed.

The ideal candidate for this position would:

- Have an understanding of MS Office programs;
- Possess excellent communication and interpersonal skills;
- Hold effective organizational skills and the ability to conduct multiple assignments in an efficient and timely manner;
- Take initiative and be pro-active; and
- Be reliable and trustworthy.

Fluency in written and spoken English and Vietnamese is essential.

Interested candidates are invited to send a CV and cover letter to Mr. Neil Nucup, PCA Legal Counsel, at [hanoi@pca-cpa.org](mailto:hanoi@pca-cpa.org), by 28 February 2023. Only shortlisted candidates shall be contacted.