

ICC India invites applications for the position of **Assistant Director, Arbitration, ICC India**, to coordinate and manage the ICC Court work in India. The position is based out of New Delhi, India. The Assistant Director will report to the Executive Director, ICC India and work closely with the Director, South Asia, ICC Arbitration & ADR.

Job Responsibilities - Assistant Director, Arbitration, ICC India (indicative):

- > Coordinate and manage the operations and business development activities of the ICC Court in India
- > Formulate strategy for the growth of ICC's arbitration services in India and establish contact and connect with relevant practitioners in the field
- > Respond to queries regarding ICC Arbitration Rules including but not limited to filing of requests, procedure etc.
- > Coordinate with ICC's internal committees and groups and act as the bridge between these committees and the ICC Court
- > Draft marketing materials, make power point presentations, assist in writing articles, sponsorship brochures, flyers and budget for ICC's arbitration events in India
- > Organise ICC's arbitration conference in India and undertake travel in this regard, generate sponsorship, formulate programme and identify relevant speakers
- > Prepare statistical reports etc. and contribute to journals, represent ICC through speaking engagements at conferences etc.
- > Draft ICC's India Arbitration Newsletter and any other such publication as required
- > Undertake research on latest developments in Indian arbitration
- > Any other work as may be assigned by ICC India and the ICC Court

Experience:

- > LLB or equivalent. While masters in arbitration is not compulsory, preference will be given to candidates with masters.
- > 2 to 4 years of PQE in arbitration
- > Excellent written and oral communication skills with strong inter personal skills

Interested candidates may apply by writing to imran.khan@iccindiaonline.org and abhinav.bhushan@iccasia.org with their latest Curriculum Vitae on or before 29 February 2020. Only shortlisted candidates will be notified of their selection for the interview round.