

VACANCY: ADMINISTRATIVE ASSISTANT

The International Service for Human Rights (ISHR) is a Geneva and New York based human rights NGO, which specialises in providing training, information, advice and advocacy on international and regional human rights procedures, for the benefit of human rights defenders worldwide. Please see the ISHR website (www.ishr.ch) for further information on the organisation and its various programmes. ISHR has a policy of non-discrimination and equal opportunity. It has a multicultural, multi-national, non-smoking work environment.

ISHR is recruiting a qualified person to work as administrative assistant in its Geneva office. The position is a permanent role. Subject to the necessary work permit conditions being met, the successful applicant will commence in mid-February/March 2011. The position is based in Geneva and reports to the Director of ISHR.

JOB DESCRIPTION

1. Reception and secretarial work

- Welcome visitors and answer phone calls
- Distribute incoming and outgoing mail
- Collect and distribute faxes
- Manage stock (office and kitchen supplies)
- Maintain contact with various suppliers (cleaning, office supplies, etc.)
- Perform various secretarial work and drafting, when required
- Maintain contact with landlord in relation to office maintenance
- Purchase air tickets and arrange hotel accommodation for ISHR staff
- Work in collaboration with the Finance Officer to support audits and budget processes

2. Human resources

- Set-up and maintain personnel files
- Manage staff absences (vacation, illness, professional leave)
- Assist in preparing work contracts for incoming employees
- Manage work permit procedure (request, renewal, exit)
- Maintain correspondence with public social services (AVS, LPP, tax source, unemployment)
- Provide assistance to staff and interns on human resource issues

3. Organisation of meetings and trainings in Geneva

- Manage visas and logistics for meetings and trainings in Geneva and elsewhere
- Support organisation of the biannual Board meetings
- Handle administration and catering for ISHR meetings
- Organise ISHR social events

4. Internship Programme

- Receive, manage, review and respond to intern applications/queries
- Update intern induction materials and organise induction programme for interns
- Keep intern website up-to-date (bios, info, job ads, etc.)
- Post job vacancies on former intern email list
- Organise intern 'buddy programme'
- Track intern leave days and seek approval from supervisors

REQUIREMENTS

- Experience in office administration and procedures (minimum 3-5 years)
- Swiss nationality or holder of Swiss C, B or G work permit
- Well organised and methodical approach to tasks and responsibilities
- Ability to work autonomously with a minimum of supervision
- Strong IT skills
- Good interpersonal skills – flexible and can-do attitude essential
- Ability to multi-task in order to meet deadlines
- Fluency in oral and written French and English essential
- Interest in human rights, and effective and sensitive cross-cultural communication
- General human resource experience

RENUMERATION

The monthly salary is within the range of CHF 5'000 to 5'700 depending on qualifications and experience.

TO APPLY

Interested candidates should submit their applications, including a CV and a letter explaining how they meet the requirements of the position to adminassistant@ishr.ch by 14 January 2011. **Please note that only shortlisted candidates will be notified.**