

**Switzerland for UNHCR**  
hires a  
**Administrative Assistant (100%)**

**Contract Type:** Full time - permanent position

**Place of work:** Geneva

**Starting date:** As soon as possible

### **About Switzerland for UNHCR, the Swiss Foundation for UNHCR**

UNHCR, the United Nations Refugee Agency, is a global organization dedicated to saving lives, protecting the rights of refugees and building a better future for the millions of people forced to flee their homes.

Since 1950, UNHCR has responded to multiple crises on different continents and has provided vital assistance to refugees, asylum-seekers, internally displaced and stateless people, many of whom have nowhere else to turn. Its work was aimed at ensuring their rights, protection and assistance, preserving their dignity and well-being.

**Switzerland for UNHCR** (CH4U), is the UN Refugee Agency's national partner for Switzerland. We support UNHCR's mission by mobilizing essential resources and raising awareness on behalf of those who are forced to flee.

To allow UNHCR to protect forcibly displaced populations, the Foundation needs the support of the Swiss people. Every Franc donated is spent in a responsible and transparent manner, and donations are tax exempt.

Switzerland for UNHCR also carries out awareness and advocacy initiatives to draw the general public's attention to the challenges faced by people forced to flee around the world, and to what UNHCR does to protect them.

**The Foundation is currently looking for an Administrative Assistant to support its back-office activities and contribute to ensure operational support is provided to all departments and individuals in the Foundation.**

### **ROLE**

Within a growing team, this position reports and is under the responsibility of the Operations Officer.

We are seeking a dynamic, versatile and proactive team player, with a strong interest in a strong non-profit brand and refugee/humanitarian issues. The incumbent should have excellent administrative experience in a wide array of back-office areas in order to assist the Operations' department in many support activities, including assistance in travel management, IT management, and office management, as well as playing a pivotal role in organizing team events and meetings.

## MAIN RESPONSIBILITIES

The Administrative Assistant will take the following responsibilities:

### **General Administration :**

- Welcomes guests and is the point of contact for the office building's reception and visitors
- Ensures the smooth running of the Foundation's offices (including P.O. box management, stationary and other consumables follow up)
- In charge of the petty cash follow up for the office expenses in collaboration with the Accounting Assistant
- Performs various administrative and secretarial tasks as required

### **Meeting, event and travel support :**

- Provides logistic support for the organization of internal and external meetings, events, recruitments and assists in the meeting preparation as required
- Acts as Focal Point for travel requests, ensures a proper follow up and provides support to the team members in their travel needs if requested (including flight bookings)
- Supports the leadership in the organization and preparation of travels (including flight / train / hotel bookings) and professional expenses

### **Digital Infrastructure :**

- Acts as focal point for the externalized IT support and serves as primary point of contact for any IT queries
- Manages IT inventories (IT material, access rights and mobile/landline phone numbers)
- Provides support in the management of contracts and follow up of softwares, subscriptions and memberships
- Assists in the management of Sharepoint, ensuring proper filing, back up and archiving of the Foundation documents
- Other duties as assigned by the Operations Officer

## PROFILE

The ideal candidate is a versatile, passionate, well-organized individual, with a proven experience in administrative support. S/he should be at ease evolving in a growing organization.

### **Key competencies**

- Minimum of 1 year of relevant work experience
- Experience working with Outlook and MS Office applications  
Experience working for an International non-for-profit agency / organization is considered as an asset

- Graduate degree or CFC / professional maturity with equivalent in experience to reach graduate level
- Excellent time management and organizational skills
- Attention to detail in handling documentation and information
- Ability to use initiative, prioritize, multi-task, and proven ability to meet deadlines
- Clear and systematic thinking that demonstrates good judgment and problem-solving competencies
- Good analytical skills
- Well organized and structured
- Ability to supervise an Intern or Apprentice
- Ability to manage small projects if delegated by upper levels with close supervision
- Excellent written and oral communication and interpersonal skills in a fast-paced multi-cultural and multilingual environment
- Capacity to work autonomously as well as a team player
- Capacity to interact with internal and external stakeholder

#### **Other requirements**

- Knowledge, interest and a strong commitment for the work and mission of UNHCR and the refugee cause
- Excellent command of English and French (German an asset)
- Excellent computer skills and knowledge of MS Office applications
- Working knowledge of office equipment
- Basic troubleshooting skills to assist with common IT-related issues
- Ability to identify and resolve administrative challenges

Interested candidates can send their cover letter and CV to the Swiss Foundation by email to [careers@unrefugees.ch](mailto:careers@unrefugees.ch), until 25 April 2024, mentioning the reference: **Admin Assistant**

**Easy Apply job applications will not be considered.**

Only selected candidates will be contacted. The Foundation is an equal opportunity employer and proud to make diversity a strength.