

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Assistant, Grant Management Directorate (M/F)

Our Client:

An international NGO based in Geneva.

Role & Responsibilities:

Key responsibilities:

- Multiple calendar management
- Travel, event, and retreat management
- Preparation of reports and financial data
- Handling of confidential information with utmost discretion
- Training and advising other support staff
- Drafting and editing presentations where applicable
- Timely and accurate information exchange with both internal and external stakeholders
- Maintaining an organized and structured information storage and retrieval system

Key metrics:

- Quality of key deliverables
- Quality of management of internal and external relationships
- Mentoring of peers and junior/new staff

Key internal relationships:

- Grant Management Division
- Human Resources Department
- Technical Advice and Partnerships Department
- Access to Funding Department
- Finance & Administration Division
- Programmatic Monitoring & Risk Division
- External Relations Division

Profile:

- Completion of secondary school or technical or commercial school or equivalent
- Relevant work experience in administration, preferably working with senior management level in the international development or health sector, or related field of work
- 2-4 years' experience in a similar environment
- Project coordination experience, and ability to work well at all hierarchical levels
- Ability to plan, organize and coordinate services; ability to handle multiple tasks and recognize priorities, working within tight deadlines
- Computer skills: proficiency with Microsoft Office tools

Required skills:

- High level of planning and organization skills
- Excellent service orientation and diplomacy in dealing with people
- Excellent written and oral communication skills with both internal and external audiences
- Strong writing, editing, and proofreading skills
- Multicultural understanding

Contract type:

Temporary - 8 months

Rate of activity:

100 %

Starting date:

1st Septembre 2024

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD464882983