

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Project Assistant - Risk department H/F

Our client:

For a top international NGO based in Geneva.

Role & Responsibilities:

The Project Assistant - Risk Department is responsible for supporting the Manager in drafting the bi-annual Risk Report and the CRO's annual opinion to the Board; preparing and presenting briefing materials and recommendations to the CRO, MEC and governance officials on key issues related to enterprise risk management and the organizational risk profile and for coordinating the Enterprise Risk Committee (ERC).

The incumbent is also responsible for engaging with Risk Owners and other stakeholders across the organization to promote and support initiatives to strengthen organizational risk management.

The incumbent will be supporting specific cross-cutting projects, and leading on discrete workstreams, working with a range of different stakeholders providing project management and content expertise and will be responsible for coordinating proactive communication with other teams on risk management related initiatives and topics, and promoting a structured approach to change management associated with the roll-out of new or adapted risk management tools and approaches

- Supports drafting key governance-related documentation, including the bi-annual Risk Report, the CRO's annual opinion, supporting presentation materials, ad hoc briefings and induction materials.
- Acts as the departmental focal point for the Governance team, liaising on agendas, coordinating responses to questions from committee and Board leadership,
- Coordinates ERCs engaging with Risk Owners to manage the annual scheduling and organization of deep-dive analyses.
- Works with Risk Department colleagues, Risk Owners and other stakeholders to support broader initiatives to strengthen organizational risk management.
- Supports specific cross-cutting projects, working with a range of different departments and stakeholders providing both project management and content expertise.

Profile:

- Advanced university degree in public health, business or public administration, or a related field, or equivalent professional training
- Project management experience
- Will have held positions of incremental responsibility following undergraduate education and will have at least 5 years post-graduate working experience
- An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset.
- Experience within multi-cultural & international environments/organizations
- Confident and experienced in presenting to senior stakeholders
- Service orientation, Drive for results, Collaboration, Adaptability

Contract type: Temporary / 12 months

Rate of activity: 100%

Starting date: Mid August

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : José Dominguez
Ref : JD1702866521