

**PERFORMANCE**  
**CONSULTANT SA**

Conseil en ressources humaines

# Governance Support Officer

## Our client:

An international NGO based in Geneva

## Role & Responsibilities:

- Operational and information management support
- Administrative and coordination support to Deputy, Governance
- Engagement support to Board, Board Leadership, Committees: As allocated by the lead Officer for Board Meeting preparation, support preparation and execution of bi-annual Board meetings
- Committee Meetings: working with Governance Specialist: support to work plan and agenda development; set timing for committee meetings ensuring availability of senior management; participant management, quality control and management of relevant documentation and presentations; engagement with internal teams for provision of content within mandated timelines.
- Board Leadership and Advisor Support: Liaison with relevant internal and external partners, coordinating and/or developing content (agendas, support materials), and ensuring prompt follow-up action and effective communication amongst key stakeholders
- Governance related recruitment, selection, and assessment processes
- Membership Selection Processes: provide coordination support to the nomination and selection processes for Board and committee leadership and committee membership including development to communication materials, tracking of responses and nominations, performing completeness checks and liaising with constituencies
- Governance Special Projects coordination and support

## Profile:

- Experience working with Boards or committee
- Extensive experience in a fast-paced, multicultural setting and governance or front office environment (or similar) (essential)
- Experience in organization of cross-functional meetings and events
- Strong IT experience and proven skills on MS Office, SharePoint
- Experience interacting with Board Members and/or senior management, and external stakeholders (essential)
- Experience editing and formatting documents

## Required skills:

- Excellent organizational skills, planning, and strong written and verbal communications
- Service orientation, collaboration, drive for results, attention to detail and accuracy. .
- Diplomacy in dealing with people at a high level
- Track record of working effectively in a team

**Contract type:** Temporary (6 weeks to 3 months)

**Rate of activity:** 100%

**Starting date:** Immediately

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM297205140