

## Administrative Assistant

### Our client:

For an international NGO based in Geneva

### Role & Responsibilities:

- Register incoming appeals including the initial collection of data on the
- Manage the administration and logistics of appeal proceedings including scheduling of meetings, travel arrangements and support to the Chair of the Appeal
- Monitor the Appeal Board membership: Maintain a roster of Appeal Board members (equal number of members nominated and jointly endorsed by Executive Director and the Staff Council) to serve on cases and monitor upcoming expiration of their terms of office liaising with Management and Staff Council and ensuring appropriate follow-up.
- Maintain and update Appeal Board resources SharePoint site and Appeal Board intranet
- Maintain a case management system by filing all supporting documents, updating the workflow status, and maintaining the archive
- Monitor Appeal Board budget, ensuring invoices and purchase orders are raised and duly authorized to ensure timely

### Profile:

- **At least 2 years of experience in delivering high quality services** and drafting and in a confidential environment.
- Experience of conflict resolution mechanisms in international administration, preferably within an organization with similar institutional set-up
- An excellent knowledge of English and preferably a good working knowledge of French.

### Required skills:

- Ability to accurately and succinctly synthesize information
- Attention-detailed
- Well-developed problem-solving and organization skills
- Excellent written and verbal communication skills, in particular report-writing skills in English
- Strong interpersonal skills to deal tactfully, effectively and confidentially with internal and external contacts at all levels

**Contract type:** Temporary contract from the 01.07 to the 30.09

**Rate of activity:** 40%

**Starting date:** 01.07.2022

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

Consultant responsable du mandat : Mouhssine Moudrik  
Ref : MM164710235