

Job description

Job Title: Operations and Executive Administrator

Reports to: *Chief Operating Officer*

Type of contract: *permanent – 80-100%*

Salary: *annual gross salary ranges from 71'083CHF to 81'237CHF*

Location: *Geneva*

Job Purpose:

To deliver on a range of administrative and business support tasks that will support the effective functioning of the CHS Alliance.

Main Responsibilities:

Operations support - Ensure smooth running of the CHS Alliance Secretariat

1. Undertaking administrative tasks and processes to ensure CHS Alliance adherence to its standards and policy
2. Providing executive administrative support to the Senior Management Team (SMT)
3. Supporting organisation of internal meetings (including SMT meetings), retreats and team building events
4. Supporting staff with travel arrangements
5. Supporting the HR and Governance Manager with HR admin tasks
6. Supporting the IT lead on IT admin tasks
7. Liaising with the Coordinator of the Humanitarian Hub (where the CHS Alliance is headquartered) to ensure smooth functioning of the office and procurement of office supplies

Governance – Provide admin support to HR and Governance Manager in Governance-related tasks

8. Executing all practical arrangements for Board meetings and the annual General Assembly including, but not limited to: arranging trips, accommodation, catering, meeting rooms, audiovisuals, printing, invitations, visa requests, and other associated tasks as required.
9. Supporting preparation of documents, voting and elections processes for Board meetings and General Assemblies
10. Ensuring that the official records of Board and General Assembly meetings are properly authorized with signatures, posted on website and filed
11. Updating Swiss Commercial Register and Companies House registers

Other activities

12. Undertake other reasonable administrative and other tasks assigned by line manager.

Key Contacts:

Internal: All Alliance staff

External: Humanitarian Hub Coordinator, office material suppliers

Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> High school degree 	<ul style="list-style-type: none"> Bachelor's Degree in relevant field
Experience and Knowledge	<ul style="list-style-type: none"> Strong knowledge of Microsoft Office suite Previous work experience in administration 	<ul style="list-style-type: none"> Interest in the humanitarian sector Knowledge of finance and/or HR technologies
Skills and abilities:	<ul style="list-style-type: none"> Excellent organization skills Fluency in both oral and written communication in English Team player 'Customer Service' oriented 'can-do' problem solver Quick learner Excellent time-management skills Flexible and adaptable Tactful and discrete when dealing with people and confidential information 	<ul style="list-style-type: none"> Spoken and written French highly desirable
Core competencies	<ul style="list-style-type: none"> Be accountable: deliver on targets; own responsibilities and actions. Work as a team: collaborate through effective communication; exchange information transparently and fearlessly; build trust by sharing Act with integrity: act honourably; be fair, and honest; act in accordance with values and the Core Humanitarian Standard. Think creatively: be curious and welcome alternative solutions and unconventional ideas; continuously 	

	<p>re-assess work and adjust; think out of the box and beyond comfort zone.</p> <ul style="list-style-type: none"> • Respect and care for each other: treat each other with respect, care and dignity; take time to listen and hear one another, without judgment and trusting in everyone's best intentions. 	
Behaviour	<ul style="list-style-type: none"> • Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the CHS Alliance Code of Conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance's standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact. • Commit to the CHS Alliance values, vision and mission 	
<p>Job Description and Person Specification Prepared by:</p> <p>Name: Steven Parkinson, H��l��ne Maillet Date: January 2023</p>		