

Job description

Job Title: Human Resources, Governance, and Administration Officer (100%)

Location: Geneva or Nairobi

Start date: January 2027

Application deadline: 20 November 2026 – with candidates assessed on a rolling basis.

Salary: 72,000 - 82,000 CHF (Geneva, annually) / 196,000 - 323,000 KSH (Nairobi, monthly)

Specific requirements: Eligibility to work in either Switzerland or Kenya

Reports to: Head of Operations

About CHS Alliance

The CHS Alliance is a global network of over 300 humanitarian and development organisations working to ensure that aid is safer and more accountable to the people it serves. Our members are united by a shared vision: that people and communities affected by crisis are able to influence the assistance they receive, access quality support, and hold organisations to account. Anchored in the Core Humanitarian Standard on Quality and Accountability (CHS), the Alliance Secretariat supports organisations to place people at the centre of humanitarian and development action.

Role Overview:

The **Human Resources, Governance, and Administration Officer** serves as a vital operational anchor, harmonizing people management, rigorous corporate governance, and agile administrative support to ensure the Secretariat fulfils its mission with absolute integrity, accountability, and excellence.

1. Purpose (The “Why”):
To drive organizational excellence by anchoring the Secretariat in robust human resources administration, seamless corporate governance, and agile operational support. This role ensures that our people, processes, and governance structures enable the organization to uphold its mission with integrity, compliance, and high performance.
2. Delivery (The “What”):
Human Resources (50%): Ensures that the Secretariat complies with internal HR policies, employment laws, and regulatory frameworks. Manages end-to-end recruitment for staff, consultants, and volunteers. Coordinates the employee life cycle (including contracts, social insurances, and local Host Organization / Employer of Record EOR linkages). Coordinates performance management processes. Leads on payroll processing, statutory deductions, and leave tracking. Implements HR policies and arranges staff training. Coordinates staff/consultant hosting arrangements.

Governance (20%): Supports the Executive Director and Board to contribute to efficient governance through rigorous meeting preparation (agendas, meeting packs, voting platforms), drafting and archiving governance documentation (minutes, action trackers, ToRs, signed records), tracking follow-up actions, and coordinating logistical arrangements for Board meetings and the annual General Assembly.

Administration (30%): Supports the smooth running of secretariat administration by managing cost-effective office service contracts, maintaining ICT and asset inventories, coordinating team retreats and workshops, improving internal document and knowledge management systems, and handling day-to-day operations like shared inboxes, multi-time zone scheduling, digital filing and general administrative support.

3. Engagement (The "How"):

Internal Collaboration: Acts as a trusted, tactful, and discrete partner to all staff and Board members, championing a team-oriented, service-minded, stakeholder-driven and "can-do" problem-solving approach.

External Representation: Liaises effectively with key external partners and administrative bodies (such as CAGI, OCE, OCPM, OCIRT, and FER) and Host Organisation/Employer of Record (EOR) representatives with high professionalism, communication efficacy, and cultural adaptability.

Person Specification

	Essential	Desirable
Qualifications	University level degree or equivalent	HR Swiss Certificate, SHRM, HRCI, CIPD or IHRM certificate or equivalent an asset
Experience & Knowledge	Min 2 – 4 years of proven experience in similar HR, administrative or governance-focused role including staff recruitment and payroll management.	- Managerial experience. - Corporate or fast-growing startup experience - Knowledge of Swiss employment law - Broad understanding of humanitarian and development work - Knowledge of the Core Humanitarian Standard

Skills & Competencies	• Tactful and discrete when dealing with people and confidential information • Team player • 'Customer Service' oriented • 'can-do' problem solver • Dynamic and independently able to carry out duties • Excellent time-management skills • Flexibility and adaptability • Ability to communicate effectively at all levels • Proficient knowledge of Microsoft office, particularly words processing and spreadsheet skills	
Language	• Fluency in both oral and written communication in English and French	• A third language, such as Kiswahili, Spanish or Arabic, is desirable.
Behaviour	• 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	

Important Notice

The CHS Alliance has a zero-tolerance approach to all forms of violence, discrimination, harm, abuse, exploitation — including sexual exploitation, abuse and harassment — as well as fraud and corruption, towards any individual.

As representatives of the CHS Alliance, staff must keep the highest standards in keeping with the CHS Alliance vision, mission and aims.

Therefore, any offer is subject to satisfactory references and appropriate screening checks. As part of these checks, the CHS Alliance is participating in the Misconduct Disclosure Scheme (MDS). The participation in the MDS requires the CHS Alliance to seek information about candidate's misconduct (including sexual exploitation, abuse and harassment) with any previous employers.

Application Instructions

Interested candidates should submit their applications to: recruitment@chsalliance.org

Applications must include a CV and a motivation letter (max 2 pages each).

Please include '**Human Resources, Governance, and Administration Officer**' in the subject line.

Deadline for applications: Applications will be reviewed on a rolling basis with an application deadline of **20 November**.