

## TRAVEL AND HR ADMINISTRATION INTERN

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 16 countries. IMPACT staff effectiveness are expected to REACH 130 by the end of 2017. For more information visit: <http://www.impact-initiatives.org/>

**We are currently looking for a Travel and HR Administration Intern to support the IMPACT Initiatives team in Geneva.**

**Title:** Travel and HR Administration Intern  
**Duration:** 6 months  
**Start date:** ASAP  
**Location:** Geneva - International Environment House  
**Remuneration:** 1'050CHF/month

### SUPERVISION

The intern will be supervised by the Chief Finance and Administration Manager.

### TASKS

#### 1. HR Administration

- **Recruitment:** responsible for editing job descriptions, posting jobs online, updating LinkedIn, sorting of applications, leading first interviews, following up on the applicants
- **HR Administration:** responsible for editing work contracts and amendments, following up on holidays and attendance sheets of international and headquarter staffs
- **External Relations:** responsible for supporting the team during events and forums, and developing further external relations with universities and schools

#### 2. Travel

- **Travel management:** responsible for booking flights, trains, hotels of recruited international staffs, working closely with the travel agency partner of IMPACT, following up on visa applications and pick up of international staffs

## REQUIREMENTS

- ❖ Studies in Administration / HR / Logistics or equivalent (Bachelor/Master)
- ❖ Fluent in French and English;
- ❖ Capacity to work independently and under pressure;
- ❖ Organized person, with attention to detail and rigor;
- ❖ Interest in the humanitarian field;
- ❖ Perfect knowledge of MS Word, Outlook and Excel
- ❖ First experience in HR/Administration is an asset

## HOW TO APPLY

**Application documents:** Curriculum Vitae and cover letter and two references

**Submit applications to:** [jobs@impact-initiatives.org](mailto:jobs@impact-initiatives.org)

**Ref: 17/GEN/HRTRAVINT01**

Please indicate the reference in the subject line of your email.

**Only shortlisted candidates will be contacted.**