

HUB PROCUREMENT 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 HUB Procurement Intern to support the IMPACT Initiatives team in Geneva.

Title: HUB Procurement 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. Procurement

- Processing orders: contact suppliers, get quotes, ensure reception and delivery of orders, follow-up payment of invoices. Ensure that support documentation is complete and valid for each new purchase.
- Verifying, filing and archiving support documentation for past procurements.
- Assist in updating internal procurement procedure manual and handbook.

2. Asset and stock management

- Ensure regular inventory, follow-up, and register movements of assets.
- Manage the distribution of licenses (software) amongst the staff.
- Manage office supplies stock for HQ, make replenishment orders when needed.

3. Office management

- Assist in following-up contracts with service providers for the office (building management, insurance, telephone and internet providers, etc.).
- Occasionally: assist in organising events or meetings.

REQUIREMENTS

- ❖ Studies in Logistics / Procurement / Administration 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

HOW TO APPLY

Application documents: Curriculum Vitae, cover letter and two references

Submit applications to: jobs@impact-initiatives.org

Ref: 17/GEN/PROCINT01

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

Only shortlisted candidates will be contacted.