

HR 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 effectives 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 HR Intern to support the IMPACT Initiatives team in Geneva.

Title: HR 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. Recruitment

- Edit and post job descriptions,
- Develop a strategy for job posting,
- Update LinkedIn,
- Receive and sort applications,
- Lead first interviews,
- Follow up on the applicants
- Set up the induction session.

2. HR Administration

- Edit work contracts and amendments,
- Follow up on holidays and attendance sheets of international and headquarter staffs
- Calculate seniority of staffs
- Update international and headquarter staffs files

3. External Relations

- Support the team during events and forums
- Develop further external relations with universities and schools

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

Ref: 17/GEN/HRTRAVINT01

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

Only shortlisted candidates will be contacted.