

TRAVEL & 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 effectives are about 130 people. For more information visit: <http://www.impact-initiatives.org/>

We are currently looking for a Travel & Procurement Intern to support the IMPACT Initiatives team in Geneva.

Title:	Travel & Procurement Intern
Supervisor:	Travel & Procurement Officer
Duration:	6 months
Start date:	15 th August 2018
Location:	Geneva - International Environment House II
Remuneration:	1'050CHF/month

FUNCTIONS

The main responsibilities of the Travel & Procurement Intern will be the following:

1. Travel

- Book flights, train tickets and hotels for IMPACT international staff, in coordination with our partner travel agency
- Advise, support and follow-up visa applications

2. Procurement

- Process 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.
- Register new assets and follow-up assets movements (hardware and software)

3. Office management

- Assist in day-to-day communications with service providers (building management, insurance, telephone and internet providers, etc.)
- Assist in welcoming visitors and answering phone queries
- Assist in organising events, trainings or meetings

REQUIREMENTS

- Studies in Logistics / Procurement / Administration or equivalent (Bachelor/Master)
- Fluent in French and English;
- Capacity to work independently and under pressure;
- Good capacity to learn and apply procedures;
- Organized person, with attention to detail and rigor;
- Interest in the humanitarian field;
- Perfect knowledge of MS Word, Outlook and Excel

HOW TO APPLY

Please send, in English, your cover letter, CV and three references to jobs@impact-initiatives.org

Ref: 18/HQ/HUBINT01

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

Only shortlisted candidates will be contacted.