

TRAVEL & PROCUREMENT OFFICER

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 Officer to support the IMPACT Initiatives team in Geneva.

Title: Travel & Procurement Officer

Start date: 1st September

Duration: 6 month (maternity leave replacement)

Location: Geneva - International Environment House II

FUNCTIONS

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

1. Travel management

- Book flights, train tickets and hotels for IMPACT international and HQ staff, in coordination with our partner travel agency
- Follow-up of visa procedures of IMPACT intervention countries, advise and support staff for their visa applications
- Follow-up, update, and ensure proper application of the travel policy

2. Procurement and asset management

- Organise and follow-up procurement procedures and processes: order forms, quotation requests, purchase orders, invoices follow-up, etc. Ensure use and archiving of proper documentation for each purchase.
- Follow-up tenders and contracts with suppliers / service providers
- Organise and ensure registering of assets
- Follow-up, strengthen, update, and ensure proper application of the procurement procedures

3. Geneva office management

- Supervise day-to-day communications with service providers (building management, insurance, telephone and internet providers, etc.)
- Welcome visitors, answer phone queries
- Coordinate logistics support for organising events, trainings or meetings

REQUIREMENTS

- Academic training in Logistics, Administration and/or Management
- 1 year experience in a similar position
- Fluent in French and English
- Perfect knowledge of MS Office (Word, Excel, Outlook and PowerPoint)
- Good attention to details, meticulous and rigorous
- Organised person, able to prioritize
- Good communication
- Capacity to work in a dynamic and multicultural environment

Terms of Reference

- First experience in HR or Administration appreciated
- Interest in the humanitarian field

HOW TO APPLY

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

Ref: 18/HQ/HUBOFF01

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

Only shortlisted candidates will be contacted.