

## HUMAN RESOURCES ADMIN OFFICER

IMPACT Initiatives is an International 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 teams comprise specialists in data collection, management and analysis, GIS and remote-sensing and operate in 16 countries. For more information visit: [www.reach-initiative.org](http://www.reach-initiative.org) and [www.impact-initiatives.org](http://www.impact-initiatives.org).

**We are currently looking for a Human Resources Officer to support the IMPACT Initiatives team in Geneva.**

**Title:** HR Admin Officer  
**Duration:** Open-ended contract  
**Start date:** ASAP  
**Location:** Geneva - International Environment House

### SUPERVISION

The HR Officer will be supervised by the Head of Finance and Admin.

### FUNCTIONS

The HR Officer will guarantee all the HR administration activities, undertaking the following tasks:

#### 1. Admission / Contracts:

- Draft contracts for newcomers and existing employees (renewals, etc.).
- Follow up on contract renewals, keeping the information updated.
- Deal with all necessary declarations and legal formalities for each person recruited at HQ (work permits, registration for tax/social charges, etc.) and Field based (insurances, etc.).
- Liaise with official authorities when needed (OCPM, Administration fiscale, insurances, CIAM, CIEP, Etc.).

#### 2. Staff admin follow up:

- Keep up-to-date salary grids, staff follow-up tools, ERP and organigrams.
- Keep a clear record of paid and un-paid leave requests, attendance sheets and paid leave follow-up.
- Assist in payroll preparation by providing relevant data (unpaid leave, seniority, etc.).
- Compile and update employee records (hard and soft copies).
- Produce, file and send monthly payslips, yearly salary certificates and taxes certificates.

#### 3. Exits/Departures:

- Follow up on all necessary departure elements required for HQ and Field based staff: ensure preparation of exit form and handover, deal with administrative and legal formalities (attendance sheets, leave requests, insurances, work certificate, etc.) and ensure the processing of last payments.

### REQUIREMENTS

- Relevant qualification in HR or related fields
- 2 to 5 years' experience as an HR assistant or relevant HR/Admin position, ideally in the humanitarian sector
- Fluent in French and English
- Good working knowledge of Microsoft Office (Word, PowerPoint and Excel)
- Strong knowledge of Swiss HR legislation preferred
- Very good organizational skills, with the ability to meet deadlines and work under pressure
- Dynamic, fast learner and proactive team player
- Interest in the humanitarian sector

### HOW TO APPLY

Please send, in English, your cover letter, CV and three references to [jobs@impact-initiatives.org](mailto:jobs@impact-initiatives.org)

Ref: 18/HQ/HROFF01

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

**Only shortlisted candidates will be contacted.**