

HUMAN RESOURCES INTERN

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 and www.impact-initiatives.org.

We are currently looking for a Human Resources 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 HR Intern will be supervised by the Head of Finance and Admin.

FUNCTIONS

- 1. HR administration:** support all admin activities to be handled during the employee life cycle.
 - Edit work contracts and amendments
 - Process legal formalities for staff recruited at HQ (work permits, registration for tax/social charges, etc.) and Field based (insurance, etc.)
 - Follow up on holidays and attendance sheets of international and headquarter staffs
 - Assist in payroll preparation by providing relevant data (unpaid leave, seniority, etc.)
 - Process administrative and legal formalities related to staff exit
 - Compile and update employee records (hard and soft copies)
- 2. Recruitment:** support the recruitment activities for all Field and Geneva-based staff
 - Edit and post job descriptions
 - Screen and pre-select CVs, organise and participate in interviews, organise the administration of technical tests.
 - Keep record of all recruitment information in a recruitment database and file relevant information
 - Follow up on the reference check process for each selected candidate

REQUIREMENTS

- Be enrolled in a Bachelor or Master degree
- Relevant qualifications in HR or other field
- Fluent in French and English
- Knowledge of MS Word, Outlook and Excel
- First experience in HR/Administration is an asset
- 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

Ref: 18/HQ/HRINT01

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

Only shortlisted candidates will be contacted.