

## Job description

### HUMAN RESOURCES INTERN – RECRUITMENT – GENEVA

(Reference: 19/HQ/HRINTREC01)

#### BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention. The IMPACT team comprises around 160 international staff effectives, specialists in data collection, management and analysis, GIS and remote-sensing which operate in 20 countries.

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

<b>Position:</b>	Human Resources Intern - Recruitment
<b>Contract duration:</b>	6 months
<b>Location:</b>	Geneva - International Environment House
<b>Starting Date:</b>	End of February
<b>Remuneration:</b>	1'050 CHF/month

#### FUNCTIONS

Reporting to the HR Officer, the Human Resources Intern will be supporting on Recruitment activities for Field and Geneva-based staff, including the following:

- Follow up on recruitment needs communicated by the field and Geneva teams;
- Edit and post job descriptions;
- Research, develop and keep up to date the database of pre-identified websites for vacancies' advertisement;
- Screen and pre-select CVs, organise interviews and the administration of technical tests; follow-up on communication including negative responses to the interviewed candidates;
- Lead first interviews;
- Follow up on the reference check process for each selected candidate;
- Keep record of all recruitment information in a recruitment database and file relevant information;
- Follow up calls with staff recruited (1-month call, exit call, etc.);
- Follow up on interns' performance appraisals.

The person to be recruited will also have the chance to be involved and learn about HR Administration (work contracts, follow up on holidays and attendance sheets, payroll, legal formalities, etc.)

#### REQUIREMENTS

- Presently enrolled in a University program in HR/ Psychology or other related field;
- Fluent in English;
- Fluency in French and Spanish is desirable;
- Knowledge of MS Word, Outlook and Excel;
- Very good communication skills;
- 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.

**Only shortlisted candidates will be contacted.**