

Job description

HUB PROCUREMENT INTERN IN GENEVA

(Reference: 19/HQ/HUBINT01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

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 and GIS. 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, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a HUB Intern to support our team in Geneva.

Department:	HUB & Travel
Position:	HUB Procurement Intern
Contract duration:	6 months
Location:	Geneva, Switzerland
Starting Date:	ASAP
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