

Job description

TRAVEL INTERN IN GENEVA

(Reference: 20/HQ/TI01)

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 Travel Intern to support our team in Geneva.

Department:	Travel
Position:	Travel Intern
Contract duration:	6 months
Location:	Geneva, Switzerland
Starting Date:	July/August
Remuneration:	1'050CHF/month

FUNCTIONS

The main responsibilities of the Travel Intern will be the following:

1. Travel

- Address travel requests in a timely manner, prioritizing as needed
- Coordinate with other departments (HR, Finance, field) to provide mandatory travel information and documents
- In consequence of COVID-19, manage staff return to field as restrictions are lifted
- Book flights, train tickets and hotels for IMPACT staff, in coordination with our partner travel agency

- Advise, support and follow-up visa applications
- Organize bi-monthly induction sessions for new staff prior to their deployment

2. 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 organizing 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;
- Proficiency in MS Word, Outlook and Excel