

HR ADMIN INTERN IN GENEVA

(Reference: 20/HQ/HRINTADM01)

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 HR Administration Intern to support our team in Geneva.

Department: HR

Position: HR Admin Intern

Contract duration: 6 months

Location: Geneva, Switzerland

Starting Date: November

Remuneration: 1'050CHF/month

FUNCTIONS

The main responsibilities of the HR Admin Intern will be the following:

ATTENDANCE/LEAVE MANAGEMENT

- Management of Attendance docs email inbox
- Collect, cross-check, record and file attendance documents, leave/ unpaid leave requests
- Update attendance sheets follow up
- Update leave/ unpaid leave follow up
- Check and follow up of staff seniorities
- Answer to staff request re attendance/ leave management
- Analyze of Attendance Sheets submissions per country
- Project on installation of new software

REIMBURSEMENT

- Reimbursement processing:
 - o Management of reimbursement email inbox
 - o Checking supporting documentation for reimbursements requests
 - o Preparation of expenses vouchers and submission to finance department

ADMIN

- Work permit process:
 - o Update and review work permit follow up
 - o Launch and submit work permits completed to the Office Cantonal de la Population

PAYROLL

- Register new staff in Sage (Payroll software)
- Follow up of banking information required by staff
- Payslip process + filing in staff folder

EXIT PROCESS

- Update Exit Follow up document
- Follow up procedure for End of contract/mission, checking Docs
- Print Exit form & docs, making sure we have all Attendance documents
- Check accuracy of exit form + calculate the leave balance of exiting staff

AUDIT

- Follow-up on specific requests

REQUIREMENTS

- Studies in Business 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