

HUMAN RESOURCES INTERN (RECRUITMENT) – GENEVA

(Reference: 21/HQ/RI)

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 Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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, 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 effective, specialists in data collection, management and analysis, GIS and remote-sensing which operate in 20 countries. For more information visit: <http://www.impact-initiatives.org/>.

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

Position:	Human Resources Intern - Recruitment
Contract duration:	6 months
Location:	Geneva - International Environment House
Starting Date:	ASAP
Remuneration:	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, organize 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 (call, exit call, etc.);

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

- Enrolled in a university program in HR/Business/Psychology or other related fields;
- Fluent in English (French 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.