

TRAVEL OFFICER IN GENEVA

(Reference: 21/HQ/TO)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization 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 Officer to support our team in Geneva.

Department: Travel

Position: Travel office (depending on profile and experience this can vary from junior to officer position as per IMPACT salary grid)

Contract duration: Open ended

Location: Geneva, Switzerland

Starting Date: July

FUNCTIONS

The main responsibilities of the Travel officer will be the following, with support from a travel intern:

1. Travel

- Address travel requests coming from all IMPACT deployed international and newly recruited staff in a timely manner, prioritizing as needed
- Coordinate with other departments (HR, Finance, logistics, 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;

- Ensure all travel bookings are correctly logged in the Travel Follow Up tool.
- Assist Logistics department in processing travel related invoices
- Draft official documents to facilitate travel for IMPACT staff
- Support the Audit unit by collecting travel related documents in relation to their audit requests

2. Induction Session- Coordinate bi-monthly induction sessions for newly recruited staff prior to their deployment (remote or in Geneva HQ)
- if required organise their travel and stay in Geneva
- If required, support visa requirements
- Coordinate with IMPACT's sister organisation ACTED for induction training organised beforehand in Paris.

REQUIREMENTS

- Studies in Logistics / Procurement / Administration or equivalent (Bachelor/Master)
- Fluent in English and good level of French;
- Capacity to work independently, meet tight deadlines 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