

JUNIOR OFFICER - ADMINISTRATION

(Reference: 22/HQ/JHRO02)

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 Junior Administration Officer to support the IMPACT Initiatives team in Geneva.

Position:	Junior Officer - Administration
Contract duration:	Open-ended
Location:	Geneva - International Environment House
Starting Date:	ASAP
Remuneration:	4'790 CHFgross/month

FUNCTIONS

The Junior Administration Officer will be supporting on Administration activities for Field and Geneva-based staff. The responsibilities of the Junior Administration Officer include:

ATTENDANCE & LEAVE MANAGEMENT

- Managing attendance documents email inbox
- Collecting, cross-checking, recording and filing attendance documents, leave/unpaid leave requests
- Updating attendance sheets follow up
- Updating leave/unpaid leave follow up
- Checking and following up of staff seniorities
- Preparing the monthly payroll calculation: including seniorities, leave balance, unpaid leaves
 - Contributing to the deployment of the new attendance/leave management software
- Answering to staff request re attendance/leave management
 - Analyzing attendance sheet submissions per country

EXIT PROCESS

- Updating Exit Follow up document

- Following up procedure for end of contract/mission (collecting and checking exit documents)
- Checking accuracy of exit form and calculating the leave balance of exiting staff
- Printing exit forms & documents and make sure all attendance documents are collected before the staff exits

OTHER

- Following-up on specific requests for audit
- Registering/unregistering staff for SwissLife, MSH and CIEPP
- Assisting IMPACT staff in the above related questions

REQUIREMENTS

- **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- **Years of work experience** At least 1 year of experience in a similar role in an international and/or diverse environment;
- **Organizational skills** Strong organizational and planning skills, ability to meet deadlines and work under pressure;
- **Administration experience** Demonstrated experience handling administrative tasks;
- **Communication skills** Excellent written and verbal communication skills, ability to maintain confidential operational and human resources information;
- **MS Office** Knowledge of MS Word, Outlook and Excel;
- **Language skills** Fluency in English required, French desirable;
- **Proactive attitude** Proactive team player, fast learner with positive attitude;
- **Humanitarian sector** Interest in the humanitarian sector.