

Job description

HUB / LOGISTICS INTERN (GENEVA BASED)

(Reference: 23/HQ/ITI03)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, which includes i) the REACH Initiative aimed at facilitating the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, ii) the PANDA Initiative aimed at directly supporting key aid actors in improving the effectiveness, efficiency, and efficacy of their programmes, and iii) the AGORA Initiative aimed at promoting localised and multi-sectoral aid action in support of the recovery and stabilisation of crisis-affected communities.

The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED and the two organizations have a strong complementarity which is formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support in its fields of intervention..

OVERVIEW

We are currently looking for a HUB and Logistics Intern to support our team in Geneva.

Title: HUB/Logistics Intern

Start date: ASAP

Duration: 6 months

Location: Geneva, Switzerland

Remuneration: 1'450 CHF gross per month

POSITION PROFILE

The position aims to provide support to 2 HUB/Logistics officers. The HUB/Logistics intern is responsible for supporting the procurement (laptops, licenses, etc) and asset management processes of the organisation, as well as the Geneva office management. The intern may also be requested to support the IT focal point in the set-up of laptops and management of common requests.

FUNCTIONS

- **Procurement**
 - Follow-up on procurement requests from field/HQ teams.
 - Support in the consolidation of the procurement files (collection of quotations, consolidation of purchase documents), follow-up of deliveries and communication with suppliers.
- **Asset management**
 - Follow-up on license attribution requests.
 - Follow up on IMPACT asset management (asset follow up).
 - Management of IMPACT license portfolio.
- **Geneva office management**
 - Welcome visitors, answer phone queries.
 - Contribute to induction of new recruits for HQ in terms of HQ related processes
 - Support to the coordination of logistics for organising events, trainings or meetings.
 - If required, and in relation to COVID-19 restrictions, support to the coordination of office adaptation measures.
- **(depending on profile) Support to IT Focal Point for IMPACT IT common requests**
 - Communication with IT suppliers if needed (troubleshooting printers, Internet, etc.)
 - Setup of newly purchased laptops.
 - Depending on technical knowledge, handling common technical support requests from HQ users (setting up newcomers on time, technical preparation for one-off events, common management of laptop administration, technical troubleshooting, etc.).

REQUIREMENTS

- Studies relevant to the position (Bachelor/Master)
- Have a basic knowledge of logistics and procurements
- IT/IS knowledge or understanding is a plus
- Fluency in English and ideally in French
- Knowledge of the Microsoft package (Microsoft suite, OneDrive, Sharepoint)
- Good organizational skills and ability to work in autonomy
- Dynamic, eagerness to learn and support a team
- Interest in the humanitarian sector