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 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 in its fields of intervention.

We are currently looking for a Human Resources Intern to support the IMPACT Initiatives Recruitment unit in Geneva.

Position: Human Resources Intern - Recruitment
Contract duration: 6 months
Location: Geneva - International Environment House
Starting Date: ASAP
Remuneration: 1’450 CHF/month before tax

FUNCTIONS

Reporting to the HR Senior Officer for Recruitment, the Human Resources Intern will be supporting on Recruitment activities for Field and Geneva-based staff, including the following:

- Publish recruitment vacancies and remove them once closed. Contribute to the revision of ToRs when applicable
- Organise interviews and the administration of technical tests; follow-up on communication including negative responses to the interviewed candidates;
- Participate in HR interviews, when applicable;
- Draft employment offers for successful candidates, and send them once reviewed and greenlighted by the Recruitment Officers;
- Lead on the onboarding of new staff, including but not limited to:
  - Launch and follow up on the reference check process for each selected candidate;
  - Launch and follow up on 3rd party screening requests
  - Draft New Placement emails, and send them once reviewed and greenlighted by the Recruitment Officers
  - Send and follow up on Welcome emails
  - Ensure that the new staff’s personal files are complete
- Contribute to the Recruitment Outreach (including, but not limited to identifying institutions to target for specific vacancies).
REQUIREMENTS

- Enrolled in a university program in HR/ Psychology or other related field;
- Fluent in English and French;
- 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;
- Attention to detail and rigor;
- Dynamic, fast learner and proactive team player;
- Interest in the humanitarian sector.