

TERMS OF REFERENCE

LOGISTICS AND TRAVEL INTERN

(Reference: 26|HQ|LTI01)

ABOUT 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 formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

OVERVIEW

We are looking for a Logistics and Travel Intern to join our team in HQ.

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| Supervisor: | IMPACT Senior Logistics & Travel Officer |
| Unit: | HUB (Logistics & Travel) unit |
| Position: | Logistics and Travel Intern |
| Contract duration: | 6 months |
| Location: | Geneva, Switzerland |
| Remuneration: | 1'450 CHF gross per month |
| Starting Date: | January 2026 / ASAP |

FUNCTIONS

The position aims to provide support to the Senior Logistics & Travel Officer in the different areas outlined below.

The Logistics and Travel intern is responsible for supporting the procurement (laptops, licenses, etc) and asset management processes of the organisation, as well as the Geneva office management and travel functions.

Based on these terms of reference and initial briefings, as well as the candidate's background and areas of interest, the selected candidate will be performing tasks in accordance with its profile and progressively take on more responsibilities during the internship period, based on performance.

The Logistics and Travel Intern will be responsible for:

Support to Procurement processes

- Follow up on procurement requests from field/HQ teams (requests from about 25+ countries of intervention centralised through Geneva),
- Support in the consolidation of the procurement files (collection of quotations, consolidation of purchase documents), follow-up of deliveries and communication with suppliers.
- Assist with reviewing the compliance of internal processes with external/donor requirements (competition, transparency, data protection standards, etc).
- Depending on performance, possibly also support the logistical planning of emergency deployments to support a given humanitarian response (e.g. procurement of data collection equipment).

Support to Asset & license management processes

- Update of IMPACT asset management tools (online asset management system).
- Follow up on license attribution requests.
- Management of IMPACT license portfolio.

Support to Geneva office management

- Review of office supplies stocks and launch procurement processes upon need.
- Communication with HQ suppliers if needed (troubleshooting printers, Internet, etc).
- 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.

Support to Travel functions

- Address travel requests in a timely manner, prioritizing as needed.
- Coordinate with other departments (HR, Finance, field) to provide mandatory travel information and documents.
- Book flights, train tickets and hotels for IMPACT staff, in coordination with our partner travel agency.
- Advise, support and follow-up visa applications.
- Organize bi-monthly induction sessions for new staff prior to their deployment.

REQUIREMENTS

- ❖ Studies related to a relevant field such as International Relations, Political Sciences, Social Research, Economics, Humanitarian Action/Development Studies, or similar.
- ❖ Fluency in English, and ideally good working level in French.
- ❖ Good working knowledge of Microsoft Office 365.
- ❖ Have a basic knowledge of Logistics and procurement processes.
- ❖ IT/IS, and/or data science knowledge or understanding is a plus.
- ❖ Good organizational skills and ability to work in autonomy.
- ❖ Dynamic, eagerness to learn and support a team.
- ❖ Ability to work in a multicultural environment, to work under stress and to multitask.
- ❖ Interest and/or previous experience in the humanitarian sector and/or donor regulations would be a plus.

COMPENSATION AND BENEFITS

- For this position, the internship stipend is 1'450 CHF monthly (before income tax). *NB – IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 489 CHF per month is already included in the salary figure.*
- Applicants must hold a valid work permit for Switzerland or be EU/EFTA citizens
- Up to 40% of remote work on a weekly basis