



HUMAN RIGHTS HOUSE  
FOUNDATION

## Programme Administrative Assistant

Employment at the Human Rights House Foundation

**Human Rights House Foundation (HRHF) is looking for a skilled, resourceful and qualified candidate to support its advocacy programme staff, to look after logistics related to HRHF's international advocacy and to organise and maintain administration related to HRHF's Geneva Office and Brussels representation.**

**Fluency in French and English is required.**

<b>Position:</b>	Programme Administrative Assistant
<b>Reports to:</b>	Head of Advocacy
<b>Duration:</b>	Open-ended contract (with a 3 months probation period)
<b>Occupation:</b>	80-100% (can be discussed), availability for travels is required
<b>Start:</b>	As soon as possible
<b>Location:</b>	Geneva (Switzerland)
<b>Remuneration:</b>	HRHF offers competitive salary and benefits according to the location, and compensation for travelling abroad

### Main duties and responsibilities

#### Administrative office assistance for HRHF's Geneva Office and Brussels representation:

- Handle financial documentation (receipts, invoices, reimbursements), keep overview of invoices and ensure regular payments
- Prepare accounting documentation monthly and ensure follow-up with the book-keeping
- Assist the Head of Advocacy in budgeting responsibilities, following programme, office and representation costs, and prepare documentation for budget
- In cooperation with HRHF's Head of Advocacy, coordinate issues related to insurances for the Geneva Office and Brussels representation, social insurances and other related issues, and ensure transmission and explanation of legal requirements and administrative procedures to HRHF's administration
- Draft routine correspondence to respond to enquiries in respect to relevant administrative, financial and personnel matters
- Coordinate administration issues related to human resources, such as drafting contracts, work authorization, follow up on employees' working conditions
- Coordinate conclusion of other contracts with external parties
- Copy, print, scan and archive documents
- Support programme staff in administrative tasks for which they need administrative support
- Prepare meeting facilities for HRHF staff and externals: book the room, prepare drinks and snacks for meetings, clean up after the meetings
- Maintain HRHF's Geneva Office and its Brussels representation (get/order lunches and dinners, buy coffee/tea/snacks for meetings, send and pick-up letters/packages, organise and maintain order in cabinets, common area and office, order office supplies)

**Organise events related to HRHF's advocacy:**

- Coordinate travel arrangements related to advocacy projects for HRHF staff and partners, prepare documentation for reimbursing partners' travel costs
- Handle HRHF's Head of Advocacy travel reporting and personal reimbursements (organizing documents, scanning, pre-filing template), and assist other programme staff in their travel reporting when necessary
- Assist in organising conferences, seminars and meetings
- Take care of visa and accreditation applications
- Support work of the whole organisation, especially for major events of the organisation
- Participate in and support the organisation of relevant staff meetings and seminars, and conferences and meetings of Human Rights Houses.

**Logistical assistance to the advocacy programme:**

- Provide substantive and administrative support in managing priorities and work flow of the supervisor and of the programme
- Coordinate orders of advocacy material
- Coordinate interns, fellows and temporary staff recruitment processes and working cycle
- *If a Russian speaker:* Translate documentation and e-mails from Russian and into Russian

The Programme Administrative Assistant is expected to show interest in all HRHF activities.

**About you**

The successful candidate is expected to have a flexible attitude and be practical, to display good time management skills, and to be able to undertake work independently in fast-paced environment. She/he is also expected to have experience working with diverse backgrounds, to be open-minded and ready to support others in their tasks and make lives of colleagues easier.

**Skills and experience:**

In addition to genuine interest in and basic knowledge of human rights, candidates should have strong willingness to act as support staff and ensure fulfilment of administrative and assistance tasks, in addition to:

- Education in a related field, Swiss CFC certificate of trade employee or education in administrative management, or equivalent training;
- At least 3 years of experience in a similar position (knowledge in civil society work is an asset);
- Proven experience to multitask, work under limited supervision, and take initiative under tight deadlines, with willingness to work in a fast-paced environment;
- Excellent command of English and French (knowledge of Russian is an asset);
- Knowledge of the Swiss administration, social security (knowledge of the Belgian administration and social security is an asset);
- Strong organisational, administrative skills and flexibility at work;
- Keen attention to detail, strong interpersonal skills, and eagerness to learn and network;
- Sound understanding of dynamics in a small office.

Good judgment, discretion and ability to maintain confidentiality are essential. Strong integrity and a commitment to the highest degree of professional excellence are also required.

## Application procedure

All applicants are required to email the following documentation to Florian Irminger, Head of Advocacy, at [cv@humanrightshouse.org](mailto:cv@humanrightshouse.org) (specific subject line: “Application: Programme Administrative Assistant in Geneva – your name”):

- Cover letter (about 1 page);
- Curriculum vitae (2 pages maximum);
- Names and contact details for 2 references.

**Please apply latest on Sunday 22 April 2018.**

Shortlisted candidates can be requested to submit further documentation. HRHF is an equal opportunity employer. We value a diverse workforce and an inclusive culture.

### **About Human Rights House Foundation (HRHF):**

*Human Rights House Foundation (HRHF) protects, empowers and supports human rights defenders and their organisations. To accomplish this, HRHF brings organisations together in Human Rights Houses, and unites the Houses in an international network. HRHF advocates with partner organisations to promote the freedoms of assembly, association, and expression, and the right to be a human rights defender – to ensure that individuals and organisations can work freely and openly to protect and advance human rights at home and abroad.*

*Today, independent human rights organisations work together in 16 Human Rights Houses in 11 countries. The Houses are located in Eastern & Western Europe, the Caucasus and the Balkans. HRHF is based in Oslo, with an office in Geneva and representation in Brussels and Tbilisi.*