

Position description – Finance & Administration (Ref : 2021-16)

Position title: Travel & Procurement Intern	Position level: Internship	Team: Finance & Administration	Required travel: 0%	Required FTE: 100%
Reports to: Human Resources & Administration Manager		Roles reporting to this position: None		
Scope of the role Responsible for providing administrative support on travel and procurement to the Secretariat.				
Principal accountabilities and ownership <ol style="list-style-type: none"> Travel: Responsible for supporting Travel & Procurement Assistant on employees' travel Procurement: Responsible for supporting procurement of goods and services for the Secretariat and providing support in cost reduction/process optimisation projects Data storage: Responsible for supporting Travel & Procurement Assistant on proper online data storage and archiving 				
Qualifications		Interdependencies		
Knowledge/Experience/Qualifications <ul style="list-style-type: none"> Professional degree (CFC or equivalent) or university degree in Public Administration, International Relations or other related areas Previous experience in working with an international organisation is an asset Previous experience or demonstrated interest in travel or procurement organisation is an asset Technical skills <ul style="list-style-type: none"> Working knowledge of French and/or English (B2-level) Personal skills and attributes <ul style="list-style-type: none"> Attention to detail Drive for results Act with integrity and accountability Fostering teamwork Develop trusted relationships Communicate effectively 		What this role must provide for key working relationships <p>Human Resources and Administration Manager (primary)</p> <ul style="list-style-type: none"> Ensure clear communication and instructions/guidance from HR and Admin Manager Communicate all necessary approval requests in due time to HR & Administration Manager <p>Travel and Procurement Assistant (primary)</p> <ul style="list-style-type: none"> Ensure daily coordination on relevant tasks Serve as back-up when Travel and Procurement Assistant is on leave under close supervision of HR and Administration Manager <p>GCERF Secretariat staff (primary)</p> <ul style="list-style-type: none"> Ensure high-quality support to all GCERF staff on travel and procurement as needed Support staff compliance to existing GCERF Travel and Procurement policies and regulations Contribute to GCERF's ongoing efforts to reduce Secretariat costs and optimise processes <p>External Services providers (secondary)</p> <ul style="list-style-type: none"> Support good collaboration relations with 		

external services providers

General information:

- GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates.
- Internship duration: 6- 12 months, on a full-time basis. If funds and performance allow, promotion to Junior Associate position may be possible upon successful completion on the internship programme.
- Location: the position is based in Geneva.
- Remuneration: stipend of CHF 2,000 per month is provided.

Application Process:

Deadline: 16 January 2022

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

How to Apply: Please visit the GCERF website at <https://www.gcerf.org/careers-and-opportunities/>

Please send an email to careers@gcerf.org for any question you may have regarding this vacancy.