



JOB DESCRIPTION: OFFICE ADMINISTRATOR

BACKGROUND

The Sexual Rights Initiative (SRI) is a coalition of six national and regional organizations from all parts of the world with an office in Geneva, Switzerland that has been advocating for the advancement of human rights in relation to gender and sexuality in the UN human rights system since 2006. The SRI's Geneva office is staffed by six employees.

The SRI aims to advance sexual rights (broadly defined) as a particular set of rights and as a crosscutting issue within international law, specifically in the work of the UN Human Rights Council and its mechanisms. The SRI's approach to advocacy combines feminist analysis with important normative advances in the recognition of human rights of women, marginalized communities and young people.

The SRI's Secretariat is housed in Action Canada for Sexual Health and Rights, based in Ottawa, Canada. Action Canada and the SRI Geneva team work closely together to administer the work and functions of the SRI.

OFFICE ADMINISTRATOR (70%)

The Office Administrator contributes to the smooth running of the SRI's Office in Geneva by undertaking administrative tasks and ensuring the rest of the Geneva team has adequate support to work efficiently.

This is a permanent position, at 70% FTE. The successful candidate can choose whether they prefer to work 3 full days per week, or split their time in another way, in discussion with their supervisor. The position is based in the SRI office in Geneva and reports to the Manager of the SRI Geneva Office. Salary for this position is CHF 60,000 to CHF 70,000 per annum, pro-rated to part-time hours, and commensurate with experience. SRI also provides a generous benefits program, including extended health and dental, and pension contributions.

RESPONSIBILITIES

Working closely with the Geneva-based team and reporting to the Manager of the SRI Office Geneva, the Office Administrator will assume the following responsibilities:

- Coordinate office administrative activities and operations to ensure efficiency and compliance to SRI policies
- Provide financial administrative support to Action Canada, the SRI Geneva team and SRI's fiduciary in Geneva

- Provide logistical, administrative, planning, and general support to staff including for workshops, meetings, side events, seminars and travel
- Work with the Action Canada logistics personnel to support the participation of SRI partners, and others SRI collaborates with, in UN Geneva based processes (including by assisting with visa applications, UN accreditation, travel logistics, hotel bookings etc.)
- Assist in the scheduling of meetings as appropriate, and update the team calendar
- Maintain appropriate filing systems
- Support internal SRI meetings through planning, note-taking, and logistics
- Order office supplies and research new deals and suppliers
- Create and update administrative and financial records, service provider and other contact lists
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Act as the primary point of contact with the SRI's fiduciary in Geneva
- Ensure bills and invoices are paid in a timely manner in coordination with the fiduciary and responsible person at Action Canada for Sexual Health and Rights, and maintain accurate records
- Liaise with SRI commercial suppliers, building management, cantonal authorities etc.

SRI Teamwork

All members of the SRI team in Geneva are expected to work collaboratively, to ensure strong communication and linkages between the SRI's streams of work and partners, and to actively support the achievement of the SRI's strategic goals as determined by the SRI partner organizations.

SKILLS AND COMPETENCIES

- Commitment to sexual and reproductive rights, including universal abortion access, and social justice
- Commitment to and demonstrated effectiveness working as part of a participatory, cross-professional team, building trusting relationships with colleagues, working with team members who are remote working and in different time-zones
- Flexibility in working with colleagues and partners from different countries and backgrounds, and with different working styles
- Excellent organizational and time management skills and the ability to prioritize work effectively
- Excellent written and verbal communication skills in French and English
- Experience organizing travel, meetings, or other logistics a strong asset
- Attention to detail and strong problem-solving skills
- Sound judgment and a clear and focused approach
- Sensitivity and a strong capacity for confidentiality, tact, discretion, and diplomacy
- Excellent interpersonal skills
- Knowledge of office management systems and procedures
- Demonstrated commitment to anti-racism and anti-oppression principles and practices

- Flexible and adaptive, able to respond quickly and effectively to changing circumstances
- Working knowledge of office equipment, including printers, scanners and fax machines etc.
- Proficiency in various computer programmes including Word, Excel, Asana, Dropbox and other digital communication platforms.
- Understanding of, and experience with, basic organisational bookkeeping
- Knowledge of cantonal regulations relating to non-governmental organisations is an asset
- The right to work in Switzerland

EXPERIENCE

- Proven experience as an office administrator, office assistant or relevant role, preferably within a non-governmental organisation

APPLICATION PROCESS

Please send cover letter, CV and 3 references to jobs@actioncanadashr.org with subject line “**SRI Office Administrator**” by 17h00 Geneva time on **21 October 2022**. **Incomplete applications will not be considered.**

Please also include where you heard about this opportunity in the body of your email.

Interviews will be conducted on October 31 and November 1, and the position will commence as soon as possible thereafter.

This position will be based out of the SRI Geneva Office, at Rue de Monthoux, Pâquis, 1201. SRI is committed to working within an anti-racism and anti-oppression framework. We encourage applications from members of Black, Indigenous, and racialized communities, and from members of other equity-seeking groups. We welcome applications from people living with disabilities; please let us know if you require accommodations at any stage of the recruitment process.

We thank all applicants in advance; however, only those invited for an interview will be contacted.