

VACANCY

Apprenticeship in Administration and Services Programme (CFC Commerce)

Work percentage: 100%

Based in: Geneva, Switzerland

Reports to: Office and Programme Support Manager

Works closely with: HR Manager, Finance, Communications, Fundraising and Programme Teams

Salary band: As specified in the CCT of the Geneva Canton

Start date: 1 August 2022

Applications deadline: When position is filled

The International Service for Human Rights (ISHR) is an independent, non-profit organisation with offices in Geneva and New York. This position offers a unique opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concerns. For more information, consult our website www.ishr.ch.

The position

Under the supervision of the Office and Programme Support Manager, and working closely with the Human Resources Manager, Finance, Communications, Fundraising and Programme Teams, the Apprentice plays a key role in supporting ISHR's operations.

Key responsibilities

The apprentice will be responsible for:

- **Office Management/Administration** – Supporting the Office Administration and Programme Support Manager with all clerical and administrative work;
- **Programme Logistics** – Assisting with the implementation of ISHR activities such as training, workshops, diplomatic events, retreats and various events within the organisation.
- **Finance** – Assisting with doing invoices, contacting suppliers, archiving documents etc.;
- **Communications** – Assisting with the Communications and Programme teams to help with the work in developing campaign messages, print work, resources and materials as well as with the development and implementation of ISHR communications strategies and tools;

- **Human Resources** – Assisting the Human Resources Manager with Human Resources administration, onboarding processes, etc.;
- **Fundraising** – Assisting the Fundraising team in grant management and donor administration;
- **Organisational support** – All such other things as may be reasonably requested from time to time or as may be necessary to the functioning of a lean, dynamic, flexible and efficient NGO.

This position description reflects the needs of ISHR as they are currently identified. It is inherent to the position that it will evolve over time to reflect and best respond to ISHR's changing needs and priorities.

Qualifications

Required

It is highly desirable that the applicant has or can demonstrate a combination of the following qualifications, skills and experience:

- Exceptional school grades and great attendance record;
- French/English bilingual or working level oral and written communication, with a proficiency in another UN language an advantage;
- Sense of commitment to, and passion for, the principles and practice of human rights;
- Ability to work in an organised and rigorous way;
- Sense of interpersonal skills and motivated to work collaboratively, flexibly and effectively in a small multicultural dynamic team;
- Ability to think and act quickly, creatively and proactively , and willingness to work with a certain autonomy and tactfulness;
- Familiar with office software;
- Comfortable with numbers;
- Well-presented and trustworthy;

Salary

As specified in the CCT of the Geneva Canton

Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel.

We welcome all kinds of diversity. Applications are encouraged from all qualified candidates without distinction including on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, socio-economic status, or any other characteristic protected by law.

We particularly welcome applications from candidates from systematically, historically and/or traditionally discriminated against groups, including women, persons of colour, LGBTIQ+ persons, persons with disabilities and other groups.

Applications

Please complete the [form by clicking here](#) and upload your school grade bulletins, curriculum vitae (in French - no profile picture please), and a motivation letter (in English), which sets out why you would like to do your apprenticeship with ISHR and your interest in Human Rights and social change.

Inquiries about the position may be directed to **Diego Villanueva**, Office and Programme Support Manager, at d.villanueva@ishr.ch.

Suitable candidates will be contacted and invited for a short stage.

Incomplete applications will not be considered. Please note that due to the high volume of applications, **only short-listed candidates will be contacted.**

Privacy policy

All applications will be handled in accordance with ISHR's [Privacy Policy](#).