

Vacancy Announcement

Human Resources & Admin Assistant (re-advertisement)

Work percentage: 80%

Length: Open-ended contract

Location: Geneva, Switzerland

Start date: As soon as possible

Reports to: HR Manager / Admin & Programme Support Manager

Applications close: 7 May 2023 (Midnight, Geneva time)

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

The Human Resources (HR) & Admin Assistant position is based in ISHR's office in Geneva, Switzerland. Under the supervision of the HR Manager and the Admin & Programme Support Manager, the HR & Admin Assistant will perform administrative tasks and services to support the human resources, administrative and programme support functions with effective and efficient operations. The position holder will work closely with the Finance team while supporting the broader global ISHR team.

Key responsibilities

The HR & Admin Assistant will provide support to the HR Manager and the Admin & Programme Support Manager with:

Human Resources (50%)

- Maintaining accurate and up-to-date human resource files, records, and documentation including periodic audit.
- Recruitment including scheduling interviews and participating in interviews as needed;
- Administrative support including drafting employment contract, work certificates, process work permits and liaising with authorities;

- Staff learning & development and organizing trainings;
- On-boarding and off-boarding;
- Payroll functions including processing, answering queries, managing benefits;
- Monitoring and upgrading the Human Resources system as required;
- Performing other duties as assigned.

Administration & Programme Support (30%)

- UN accreditations for the Geneva and New York offices;
- Coordinating team building, employee social events and other wellbeing activities and support the wellbeing working group;
- Organising the virtual/in-person board meetings.
- Organization the annual Strategic Retreat
- Office Inventory management and performing other duties as assigned.

Qualifications

Required

- 2-3 years of experience in a human resources/administrative position within an international environment;
- CFC d'employé de Commerce ideally with HR Assistant Certificate (or equivalent);
- Some knowledge of Swiss & Geneva labor laws;
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy;
- Excellent verbal and written communication skills in English and French;
- Excellent organizational skills and attention to detail;
- Proactive and able to use initiative;
- Ability to work independently under limited supervision while being a TeamPlayer;
- Proficient with Microsoft Office Suite or related software;
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), canva, google system, Asana, etc.;
- Comfortable working in a digital environment;
- Strong commitment and interest in human rights and social change;
- **EU/EFTA national or a valid Swiss work permit.**

Desirable

- Experience within financial services;
- Experience/knowledge of US labor law;
- Experience working in a HR/Admin Function in Switzerland.

Salary

The monthly gross salary range for a position at 80% is CHF3600 to CHF4000, depending on qualifications and experience (CHF4500 to CHF5000 at 100%).

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 systematically, historically and/or traditionally discriminated against groups, including women, persons of colour, LGBTIQ+ persons, persons with disabilities and other groups.

Applications

Please submit your application by filling out [this form](#) and attaching **a cover letter and a CV (no profile picture please)**. ISHR will review these products only for the purpose of this recruitment and will not use them for any other purpose.

Applications will close on 7 May 2023 (midnight, Geneva time).

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

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