



Quaker United Nations

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JOB TITLE: Office Manager
LOCATION: Petit Saconnex, Geneva
START DATE: June 1, 2020 or as soon as possible thereafter

Are you excited by the possibility of working in a friendly NGO team committed to building world peace and based in a pleasant environment in Geneva? QUNO is seeking an experienced, service-oriented office manager to ensure the smooth running of our office of 10 staff and the 1920's historical house in which it is situated.

ABOUT QUNO

The Quaker UN Office (QUNO) works to promote peace and social justice in the international institutions in Geneva concerned with human rights and refugees, climate change, peace and disarmament and sustainable and just economic systems. QUNO staff work with people in the UN, multilateral organisations, government delegations and non-governmental organisations, to achieve changes in international law and practice, with a view to promoting a more peaceful world.

QUNO holds a unique place in Geneva, with its long history of providing a neutral space for diplomats, UN officials and others to meet informally and off-the-record, to discuss issues and build partnerships which they could not do in a more public or partisan setting.

Our methods and the values on which they are based have resulted in key successes, such as the anti-personnel mine ban treaty, the outlawing of the use of child soldiers, the World Trade Organization's recognition of the need for affordable medicines, and helping create the understanding necessary for the Paris Agreement on Climate Change.

ABOUT THE POSITION

This is a part-time post of 20 hours/week (50%) Exact work time and days will be agreed with the successful candidate but should be worked mostly as half days.

Initially the position is to be part of a Job-Share with a separation of tasks.
An increase in time and responsibilities is possible during 2021.

The Office Manager is responsible for (1) providing administrative support to the Director, (2) assuming general responsibility for Quaker House, (3) providing support to QUNO staff and programmes (4) overseeing all arrangements for QUNO meetings and events.

The Office Manager works primarily under the guidance of QUNO's Director.

RESPONSIBILITIES:

Responsibilities vary from week to week and month to month but can include:

- Support to Director: assist the Director in general, including drafting communications in English and in French, and assist in staff recruitment and contract processes
- Internal organization of the office: maintain, organize and coordinate internal communications and scheduling, maintain and enhance the filing systems (including electronic filing), oversee procurement, management and maintenance of supplies and equipment, and coordinate with information technology external support
- Correspondence: manage incoming communications (mail, email, phone, etc) and respond or forward to the appropriate staff person
- Liaise with Swiss and United Nations authorities: manage arrival and departure documents, particularly in reference to work permits, visa requests and UN passes for QUNO staff, meeting attendees and Summer School participants
- Event organizing: work with Representatives and their Programme Assistants in planning and organizing Quaker House meetings and lunches, including overseeing catering, organizing additional temporary help and cleaning
- Finance: provide assistance as needed to the QUNO finance officer in maintaining QUNO accounts, payments, invoicing, credit card statements and petty cash. Receive and acknowledge grants and donations
- Programme Assistants: ensure arrival and departure logistics (work permits, bank accounts, health insurance, local housing) and other necessary support; provide support to the Programme Assistants in their discharge of QUNO responsibilities, including the QUNO Geneva Summer School
- Quaker UN Committee: take general responsibility for the logistical aspects of meetings of the Quaker UN Committee (twice a year – once in person, once virtually), including disseminating information in advance, making travel and accommodation arrangements, and ensuring the follow-up documentation is available and accessible, liaising with the Chamber of Commerce and Notary.
- Quaker House renovations and maintenance: schedule maintenance tasks and renovation tasks, liaise with firms concerned
- Quaker House room bookings: manage the bookings, contributions and keys for use of Quaker House Meeting Room

KEY SELECTION CRITERIA

The ideal candidate will have the following attributes:

Experience

- At least 10 years' experience in an office position with administrative responsibilities
- Excellent knowledge of Geneva and Swiss regulatory, work and cultural environment, including work permits, insurance, banking, local suppliers and conference facilities
- Fluent in English and French, written and spoken
- At ease with computers, working knowledge of office programmes (Word, Excel, PowerPoint, etc) and comfortable with learning new programmes and applications

Key Competencies

- Well organized, with people skills and an excellent service attitude
- Clear oral and written communication in both English and French
- Flexible and willing to take on different tasks that may arise unexpectedly
- Able to meet deadlines and set priorities amongst competing demands
- Able to work with little supervision, reliable
- Capable of identifying the office's needs, of being sensitive to individuals' needs, and being at the service of a team
- Sympathy with Quaker approaches and sensitivity to different cultural backgrounds

Appointment to this post requires the post-holder to be a Swiss or European Union citizen or hold a valid Swiss residence permit.

Conditions of Service

Salary: CHF 45,000 gross per annum for a 50% appointment (equivalent to CHF 90,000 gross full time). QUNO also provides employer's contribution to social security, pension and accident insurance. The employee is responsible for and required by law to have health insurance.

Holidays: 27 half days per annum, in addition to Geneva public holidays and in addition to the period the QUNO office is closed between Christmas and New Year. Timing of vacations is to be agreed in advance with the Director.

Closing date for completed applications: 16 March 2020

Interviews: Anticipated for one day in the week of 30 March 2020

Starting date: 01 June 2020 (or as soon thereafter as possible)

TO APPLY

Please send your curriculum vitae and a cover letter by email to qunojob1@quno.ch clearly indicating 'Office Manager Application' in the subject line.

Your application must be in English and should include:

- Curriculum vitae – A summary of your education and employment history.
- Cover letter – Should include (1) an assessment of how your experience and qualifications match this job, (2) the names and contact details of three references who we may contact, including, if possible, your most recent employer (indicating whether we should ask you before contacting them), and (3) a statement of the nationality of your passport(s), and of your eligibility to work in Switzerland.

While we are grateful for all applications, we regret that we can only respond to shortlisted candidates.