

THE GENEVA ACADEMY IS SEEKING

An Events Assistant (f/m) at 70 Percent

Title: Events Assistant

Period of Contract: Permanent contract

Activity Rate: 70 percent

Deadline for the Receipt of: 22 October 2018

General Description of the Position

The Geneva Academy of International Humanitarian Law and Human Rights provides post-graduate education, conducts academic legal research and policy studies, and organizes training courses and expert meetings. We concentrate on branches of international law that relate to situations of armed conflict, protracted violence, and protection of human rights.

We are seeking an events assistant (part-time, 70 percent) to support in the organisation of all kind of events for the Geneva Academy.

Mission and Activities

- Coordinate with the management for the planning and budgeting of the different events of the Geneva Academy related to research projects and master's programmes (conferences, seminars, training courses, ceremonies, welcoming for students, etc.)
- Ensure the organization of the events of the Geneva Academy, including all administrative and logistic tasks: sending invitations, booking meeting rooms, booking trips and hotels for external intervenes, ordering catering, preparing coffee breaks; setting up the rooms;
- Respect budgets and deadlines

- Take care of the renting of the Geneva Academy Lodges, including the bookings, keeping the calendar up to date, coordinating with the cleaning service; preparing and sending the invoices;
- Providing support to the management with any other required task.

Candidate's Profile

- Bachelor or equivalent degree
- 1-2 years working experience in a similar position
- Strong communication and interpersonal skills
- Attention to details and strong organisational skills
- Cooperation, team work spirit
- Ability to work independently and as part of a team
- Ability to multi-task, meet deadlines and work under pressure
- Ability to carry out physical tasks (setting up the rooms, coffee breaks, etc.)
- Excellent English, both oral and written, French language is an asset
- Flexibility in working hours within the limits of a 70 percent position to accommodate, if necessary, with the days and times of the events to be organized;
- Swiss or EU nationality or valid Swiss work permit.

The applicants are asked to submit their dossier (letter of motivation, Curriculum Vitae) [via the Graduate Institute of International and Development Studies portal](#) until **October 22, 2018**.