



ASSISTANT: RURAL DEVELOPMENT PROGRAMMES

Ref. de l'offre:	2575
Date de parution:	15/1/2010
Intitulé du poste:	Assistant: Rural Development Programmes
Entreprise/société:	FONDATION AGA KHAN
Secteur d'activité:	Organisations internationales, humanitaire
Expérience souhaitée:	plus de 5 ans
Lieu de travail:	Genève (Canton de Genève)
Prise de poste:	Si possible mars 2010
Salaire:	Selon expérience

Description du poste

AGA KHAN FOUNDATION

Assistant: Rural Development Programmes

AKDN's mission:

The Aga Khan Development Network is a group of private international non-denominational agencies working to improve living conditions and opportunities for people living in some of the poorest parts of the developing world.

The Assistant will provide administrative support to the RD team. The position reports to the Programme Director, Rural Development.

Main duties will be:

- 1 Maintain office information systems, travel planning and communications for the Programme and Programme staff.
 - Organise travel:
 - Make travel bookings;
 - Prepare travel submissions for approval;
 - Obtain visas.
- 2 Document preparation, editing, and research:
 - Edit, format and proof-read documents, e.g. budget papers, fact sheets, reports, proposals, letters;
 - Conduct web-based or other research, on an as-needed basis.

3 Co-ordination and liaison functions:

- Organise incoming material while Director/Advisers are travelling, forward material as appropriate, ensure that inquiries are handled appropriately, etc;
 - Maintain contacts with other agencies/individuals working with the Foundation;
- Track appointments, travel and leave schedules, missions, Board meetings, and other significant events in the project portfolio and maintain an up-to-date calendar of meetings, staff travel, etc.;
- Organise/assist with meetings, seminars, workshops etc, including facilities, logistics, agenda preparation, minutes etc (e.g. PO meetings, donor meetings, etc);
 - Provide general support to the Programme.

4 Programme monitoring and grant management tasks: e.g.

- Prepare consultant contracts, draft Terms of Reference, make (or monitor) logistical arrangements, and ensure reports are received and appropriate payments are made;
 - Oversight of direct procurement (when required by Geneva i.e. seeds for agro programmes);
- Develop and maintain spreadsheets for budget and other monitoring for Rural Development Programmes.

5 General clerical tasks: e.g.

- Photocopy larger documents and distribute as appropriate;
- Order books/journal articles/other information on instruction from Director/Advisers.
 - Prepare routine general correspondence;
 - Respond to solicitations.

6 Provide cover for other secretarial staff in AKF in times of leave or absence as required, and in consultation with supervisors.

The following competencies and capabilities are required:

- Minimum of five years experience in a secretarial/assistant position
 - Fluency in English and French (oral and written)
 - Interest in and basic knowledge of development issues desirable
- Good knowledge of Microsoft software (Word, Excel, Power Point). Outlook is essential
 - Good communication skills and ability to work within a small dynamic team
 - Ability to prioritise and work on multiple assignments
 - Ability to work under pressure and meet tight deadlines
 - Ability to maintain confidentiality and discretion

Interested candidates should send their CV and letter of motivation, together with their salary expectations, by email to Florence.tissier@akdn.org, by 31 January 2010.

Only shortlisted candidates will be contacted.

www.akdn.org

Coordonnées de contact

Merci d'envoyer votre candidature sous référence FRONTALIER - PA2575.

Mme FLORENCE TISSIER Par email à florence.tissier@akdn.org