Administration and Operation Officer

50% position - starting on 1st Sept. 2023

Duties and Responsibilities
- Oversee the office administration and logistics including front office, office supplies, cleaning and related services
- Maintain up-to-date employee records (holidays, contracts)
- Organise and support travels of partners of the Centre travelling to Geneva and abroad
- Assist in the organisation and logistics of CSOs events in Geneva (UN Treaty Bodies and UN HR Council)
- Update and manage the Centre’s contact database

Profile
- Bachelor’s degree preferably in the field of Administration or similar.
- Minimum 3 years of relevant experience preferably in an International or local NGO
- Excellent communication (oral and written) skills (native in English, working knowledge of Spanish and/or French)
- Proficiency in MS Office
- Excellent drafting skills
- High level of integrity and able to maintain confidentiality
- Excellent organizational skills including the ability to handle a variety of assignments
- Excellent interpersonal skills
About the Centre
The Centre for Civil and Political Rights (CCPR-Centre) envisions the full implementation of and respect for all human rights worldwide, as proclaimed in the International Covenant on Civil and Political Rights (ICCPR), which has now been ratified by 173 States. To this end, the CCPR-Centre was established in 2008 with the mission to support NGO engagement with the UN Human Rights Committee (HR Committee), the body that monitors and promotes the implementation of the ICCPR. The CCPR-Centre aims to fulfil this vision by facilitating the application of the ICCPR and promoting the implementation of HR Committee recommendations, mainly through engaging with national NGOs, governments and Parliamentarians, as well as with other key stakeholders such as, inter alia, National Human Rights Institutions, inter-ministerial coordinating mechanisms, judicial institutions and bar associations.

How to apply?
Qualified candidates with a VALID SWISS WORK PERMIT and the required skills are invited to submit their applications by email to recruitment@ccprcentre.org 15 July 2023.

Application should include a detailed curriculum vitae and cover letter as a single document.

Please note that only the shortlisted candidates will be contacted.