

SWITZERLAND

MAILING ADDRESS

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COHRED, the Council on Health Research for Development, is a global, non-profit organisation whose singular goal is to maximize the potential of research and innovation to deliver sustainable solutions to the health and development problems of people living in low and middle-income countries.

- **Position Title: Interim Admin Assistant (Maternity Cover)**
- **Work level: 40 %**
- **Contract type: 5-month Contract**
- **Start date: 1st February 2016**
- **Location: Geneva, Switzerland**

Main responsibility

The core of this position is to ensure the smooth operation of all COHRED's administrative and logistical work, including office maintenance and management, human resources administration and development, grants and contracts administration, financial administration, and support to the Executive Director.

•Office Maintenance and Management: ensure a smooth functioning of the facilities and equipment, liaise with suppliers, implement appropriate systems to assist staff with administration, implement cost control and maintain the COHRED office in a professional status at all times.

•Human Resources Administration and Development: assist with HR administration.

•Grants and Contracts Administration: ensure timely and accurate completion and filing, support project staff with completion and filing.

•Financial Administration: support the financial management function, as agreed from time to time. Support is needed with administrative, non-technical functions.

•Support to the Executive Director: provide administrative support to the Executive Director, particularly in terms of travel and meeting arrangements.

Conditions for applying: Swiss or valid work permit or EU citizenship



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BRAZIL

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