

Vacancy Announcement

Administrative Officer (AO)

Title:	Administrative Officer
Contract Type:	Employment contract – 3 days a week
Contract Duration:	One year with potential renewal
Reporting to:	Operations Director
Start Date:	As soon as possible
Location:	Geneva
Application Deadline:	6 July 2024

About the NCD Alliance

The NCD Alliance (NCDA) is a registered non-governmental organisation (NGO) based in Geneva, Switzerland, dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Founded in 2009, NCDA brings together a unique network of over 400 members in more than 60 countries into a respected, united and credible global civil society movement. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, alcohol, tobacco, air pollution and physical inactivity, and the system solutions for chronic NCDs such as cancer, cardiovascular disease, chronic lung disease, diabetes, mental health and neurological disorders.

Please find more information about NCDA at www.ncdalliance.org

Job Description

The NCD Alliance has a friendly team of 26 staff and seeks an Administrative Officer (AO) to support the Operations unit in its daily office procedures. The AO will provide support to all units across various administrative tasks via email, video calls or in person. The AO will report to the Operations Director. The job is very much team orientated. The AO should be able to work using own initiative noting where there are blockages and where help is required.

Responsibilities include, but not limited to:

- Schedule meetings;
- Book travel and accommodation for team members;;
- Assist the units in the organisation of events;
- Update the organisation contact database;
- Coordinate and liaise with ICT and act as focal point for team members;
- Assist with the onboarding and induction of new staff members;
- Respond to questions and requests for information;
- Provide administrative support to all units;
- Manage office supplies and orders.

Experience and skills

- 1-3 years' experience in office administration;
- Proven office administration work experience preferably in an international environment;



- Event coordination experience with strong organisational skills;
- Attention to detail and problem-solving attitude;
- Able to work using own initiative;
- Excellent written and verbal communication skills;
- Ability to function under pressure and to handle multiple tasks simultaneously;
- Excellent computer skills, including proficiency in Word, Excel, PowerPoint, Outlook and SharePoint;
- Experience with Monday.com and CiviCRM a plus (training given);
- Flexible, innovative and effective in working collaboratively as part of a multicultural team;
- Fluent English language required.

How to apply

- Please send your application, including a CV and a cover letter to hr@ncdalliance.org and include "Administrative Officer" in the subject line of your email;
- Application deadline is 26 June 2024;
- We regret that we are only able to contact shortlisted candidates.