

FRIENDS WORLD COMMITTEE FOR CONSULTATION (QUAKERS)

www.quno.org



Quaker United Nations Office

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JOB TITLE: Office Manager
LOCATION: Petit Saconnex, Geneva
START DATE: 24 August 2009

ABOUT QUNO

The Quaker UN Office (QUNO) works to promote peace and social testimonies in the international institutions in Geneva concerned with human rights and refugees, international trade and development, and peace and disarmament. QUNO staff work with people in from international institutions, government delegations and non-governmental organizations to achieve changes in international law and practice, with a view to promoting a more peaceful world.

QUNO holds a unique place in Geneva, with its long history of providing a neutral space for diplomats, UN officials and others to meet informally and off-the-record, to discuss issues and build partnerships which they could not do in a more public or partisan setting.

Our methods and the values on which they are based have resulted in key successes, such as the anti-personnel mine ban treaty, the outlawing of the use of child soldiers, and the World Trade Organization's recognition of the need for affordable medicines.

QUNO's staff of 8 people consists of 3 representatives, 3 programme assistants, one finance officer and the Office Manager.

ABOUT THE POSITION

The Office Manager is responsible for (1) assuming general responsibility for Quaker House, (2) providing support to QUNO staff and programmes (3) overseeing all arrangements (including catering, travel or agendas) for QUNO meetings.

The Office Manager will have to familiarize him/herself with the content of QUNO's and Quaker House's activities, in order to identify and prioritise key issues. The success of this job will depend on the incumbent's ability to ensure the smooth and efficient

running of Quaker House, as well as his or her tactful and sensitive attitude to QUNO staff and partners and Quaker House users.

The Office Manager works under the guidance of QUNO's Director.

This is a part-time post of approximately 25 hours/week (exact work time and days to be agreed with the successful candidate).

OFFICE MANAGER RESPONSIBILITIES

The **Office Manager's** responsibilities will include:

Quaker UN Office

- **Staff support:** assist the Director in the preparation of Staff Meetings and staff coordination, including maintaining office schedules; assist as necessary with travel arrangements,
- **Internal organization of the office:** maintain, organize and coordinate internal communications, maintain and enhance the filing systems (including electronic filing), oversee procurement, management and maintenance of supplies and equipment,
- **Communications:** manage incoming communications (mail, email, phone, etc) and respond or forward to the appropriate staff person,
- **Liaison with the Swiss authorities:** in particular in reference to work permit and visa requests for QUNO staff and meeting attendees,
- **Event organizing:** work with Representatives and their Programme Assistants in the planning and organizing Quaker House Conferences, meetings and lunches, including overseeing catering, (organizing additional temporary help) and cleaning,
- **Finance:** provide assistance as required to the QUNO finance officer in maintaining QUNO accounts, payments and invoicing,
- **Programme Assistants:** work with the Representative responsible for QUNO's yearly 'Programme Assistant' programme to ensure preparation, local housing and other support necessary for the Programme Assistants; provide leadership and support to the Programme Assistants in their discharge of QUNO responsibilities,

- Committee: take general responsibility for the logistical aspects of meetings of the Quaker UN Committee (twice a year), including disseminating information in advance, making travel and accommodation arrangements, and ensuring the follow-up documentation is available and accessible.

Quaker House

- Maintenance: schedule maintenance tasks, deal with firms concerned with Quaker House functioning,
- Room bookings: managing the bookings, managing invoices and payments for use of Quaker House.

CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA

Ideal Experience

- At least 5 years experience in an office position with administrative responsibilities,
- Good knowledge of Geneva and Swiss work environment, in particular, familiarity with processes with regard to work permits, insurance, banking, local suppliers, conference facilities, etc
- Excellent command of written and spoken French, good knowledge (including written) of English,
- At ease with computers, high level of literacy of main programmes (Word, Excel, Powerpoint, Access), comfortable with learning to use new programmes and applications,
- Swiss or valid work permit.

Key Competencies

The ideal candidate will have the following attributes:

- Able to meet deadlines and set priorities amongst competing demands,
- Able to work with little supervision,
- Capable of identifying the office's needs, of being sensitive to individuals' needs, and of putting him or herself at the service of a team,
- Well organized,

- Clear communicator,
- Tactful and sensitive,
- Reliable,
- Flexible.

TO APPLY

Please send your curriculum vitae and a cover letter to Quaker United Nations Office, 13 avenue du Mervelet, 1209 Genève, or by email to quno@quno.ch clearly indicating 'Office Manager Application.'

Your application should include:

- Details of your education and employment history,
- The number of days you were unable to work due to sickness in the last 24 months,
- The names and contact details of three referees who we may contact.

All applications will be treated in confidence.

Closing date for applications: 6 July 2009
Date of Interview: to be scheduled in mid-July 2009

Whilst we are grateful for all applications, we regret that we can only respond to shortlisted candidates.