Executive Assistant

ABOUT THE POSITION: Inclusive Peace is hiring an Executive Assistant to support our Executive Director (ED). This role supports our ED with administrative, logistical, secretarial, substantial and communication tasks. The Executive Assistant tasks include support for ED’s daily and strategic activities as well as on missions. We are looking for candidates with strong organisational skills as well as digital skills to support our ED on her social media channels.

Activity rate: 100%

Period of contract: Open-ended contract with a three months probation period.

Duty station: remote work within +/- 4 hours CET (no compromise on time zone)

Salary: We offer a competitive salary and HR package, oriented along national standards and the post-holder’s level of experience.

Application deadline: until position is filled.

ABOUT US
Inclusive Peace is a think and do tank, headquartered in Geneva, Switzerland, with a global focus and reach, strong oversight and governance, and a lean, flexible, and decentralised operational structure.

Our three main areas of work are: in-country peace process support, research, and agenda setting. We collaborate with national and international partners in peace process support with a focus on inclusive designs and sustainable outcomes. More information can be found on our website.

ABOUT YOU:
- You are highly motivated to work for meaningful change. You are a self-starter, who can take initiative and has experience working in decentralised organisations with staff located in multiple countries
- You are a digital native and have proven strong skills on several social media channels, especially Instagram, LinkedIn and Twitter
- You have strong experience in handling logistical and administrative tasks such as organising and scheduling of travel related activities as well as meeting prep, scheduling and follow-up
- You have strong ability to condense information into briefings or talking points and you also have excellent written skills in English and preferably another language relevant to the work of Inclusive Peace (e.g. French, Arabic, German, );
You have high professional standards – you handle sensitive information with discretion and you communicate with professionalism within our team as well as to partners.

You enjoy being part of a team and you are flexible and can operate within our organisation in a dynamic and solutions oriented manner.

ABOUT THE ROLE:
The Executive Assistant supports our ED wherever deemed necessary, the tasks are diverse but mainly fall into the following categories:

Daily assistance

- Perform secretarial tasks such as managing ED’s calendar, agenda and all incoming information including prep, scheduling and follow up of meetings
- Keep track of deadlines and high priority tasks and manage incoming email information for ED’s overview
- Pro-actively manage and support the ED’s social media accounts
- Perform background checks and analysis for immediate tasks or coordinate these tasks with other team members
- Track and follow-up on Executive Director’s engagements including through documenting agreements and action points, and follow ups with relevant colleagues and partners to ensure timely execution
- Liaise with Inclusive Peace Staff on behalf of the ED

ED Missions

- Organise ED’s travel schedule and logistics, including transport and accommodation; coordination with colleagues and partners and organisation of mission claims
- Support the content preparation and follow up of missions together with relevant colleagues

Strategic assistance

- Support special projects of the ED.

HOW TO APPLY: Send your application comprising a 1-page cover letter, CV, and the email addresses of two referees to jobs@inclusivepeace.org. If we require additional certification or information, we will contact you.

Only candidates who satisfy the criteria outlined above will be considered. Please note that only shortlisted candidates will be contacted. Please DO NOT apply if you are in a different time zone than indicated above.