FINANCE & ADMINISTRATION OFFICER
Global Alliance of National Human Rights Institutions
Geneva, Switzerland

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>FINANCE &amp; ADMINISTRATION OFFICER</th>
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<tbody>
<tr>
<td>Duration:</td>
<td>Fixed term – until 2018, part-time</td>
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<td>Date required:</td>
<td>As soon as possible</td>
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<td>Supervisor:</td>
<td>GANHRI Operations Manager</td>
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Background

The Global Alliance of National Human Rights Institutions (GANHRI) (previously known as the International Coordinating Committee of national institutions for the promotion and protection of human rights – ICC) is a membership-based organisation of national human rights institutions (NHRIs) which works in close cooperation with the United Nations (UN). GANHRI promotes and strengthens NHRIs to be in compliance with the Paris Principles and provides leadership in the promotion and protection of human rights. GANHRI provides a framework for NHRIs to work together and cooperate at the international level through a wide range of activities, including annual meetings, international conferences, networks, training and capacity building. GANHRI works in close partnership and cooperation with the Office of the High Commissioner for Human Rights (OHCHR) and specifically with the National Institutions, Regional Mechanisms and Civil Society Section (NRCS) and also with the United Nations Development Programme (UNDP).

To learn more about GANHRI go to [http://nhri.ohchr.org/EN/Pages/default.aspx](http://nhri.ohchr.org/EN/Pages/default.aspx)

GANHRI seeks to recruit a Finance and Administration Officer. This is a fixed-term position, starting as soon as possible through 2018 with the possibility of renewal, subject to availability of funds. The position will be based in Geneva, Switzerland.

1. General purpose:

The incumbent will support the development of comprehensive financial management and administrative systems for GANHRI and will report directly to the Operations Manager but will work closely with other GANHRI leadership structures, staff, partners, accountants, lawyer and service providers.

2. Areas of responsibility include but are not limited to:

   **General:**
   - Work closely with the Operations Manager to ensure a well-run GANHRI Head Office.
   - Work closely with the GANHRI Finance Sub-Committee and any other GANHRI organs with a financial mandate
- Provide administrative and logistical support to Geneva Office, including for (manual and computerised) records / databases
- Any other reasonable duties as are required, in line with the general responsibility of the role

**Finance:**

- Manage GANHRI’s bank accounts, in close collaboration with the GANHRI Operations Manager
- Implement budget processes and monitor budget flows including providing regular overviews, reporting and use of controlling tools (cash-flow etc.)
- Assist with the provision of financial management of projects
- Assist with project proposal development, drafting funding applications and reports and support GANHRI’s role in relation to fundraising
- Manage membership fees including preparation of quarterly reports to Finance Sub-Committee; follow up with members on non-payment; issuing of credit notes where waivers are confirmed
- Manage petty cash and process all payments, issue invoices, receipts
- Assist with the annual audit where required and ensure reports are ready before annual general meeting
- Liaise with accountants in the preparation of quarterly and end of year accounts and also with GANHRI bank if necessary

**Administration:**

- Work closely with the Operations Manager to develop or update, implement and maintain office policies and procedures
- Develop and maintain information management systems consistent with GANHRI’s needs
- Create and maintain a database on GANHRI’s members
- Manage the assets register
- Liaise with all office contractors and service providers and ensure efficient running of the office including IT systems and other equipment
- Maintain, monitor and order all office and stationery supplies within agreed budgets
- HR record keeping
- Manage all staff travel and accommodation requirements and assist with all other logistical requirements as needed
- Assist with organizing GANHRI meetings in close cooperation with OHCHR and UNDP where required
- Deal with incoming and outgoing office mail
3. Qualifications, experience and competencies

- Degree in business administration, financial management or related field would be an asset
- Several years experience with the management of accounts and qualification in and experience with book-keeping
- Good understanding of accounting principles
- Financial project management experience
- Experience working with a non-profit organization, national human rights institutions preferred
- Attention to detail
- Excellent interpersonal skills and ability to work in a diverse and multi-cultural environment
- Excellent written and verbal communication skills
- Fluency in English and French required. Proficiency in Spanish or Arabic would be an asset

4. Salary

- Negotiable, in line with Geneva standards

How to Apply: Send cover letter, résumé, and contact information for three references. Please submit all application materials in English, and indicate where you saw this opportunity in your cover letter.

Deadline for applications: 31st May 2016. Please send the required material by email with the name of the position in the subject to: applications.ganhri@gmail.com

Interviews will take place during the 2nd week of June.

Please appreciate that due to the volume of applications; only short-listed candidates will be contacted. GAHNRI also reserves the right not to make an appointment.

GANHRI is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates from all groups and communities to apply.