

Date: 25.09.07

World YWCA Vacancy Notice

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| Department: | Programme |
| Position Title: | Administrative Assistant |
| Status: | Half-time position (50%) |
| Reports to: | Regional Programme Directors for the Americas and the Caribbean, and Asia and the Pacific |
| Starting date: | 1 January 2008 (closing date for applications 28 October 2007) |

Objective:

To provide administrative and secretarial support to the World YWCA Regional Programme Directors for the Americas and the Caribbean, and Asia and the Pacific, including translations as requested for the Programme Department and the World YWCA.

Job Qualifications:

Authorisation to work in Switzerland is required for this post.

Completed secondary school education and commercial/secretarial school with a diploma or certificate or equivalent experience. A university degree is an asset. Fluency in English and Spanish is required, and French is an asset. Excellent knowledge of Microsoft Office and other computer skills. Ability to cope with time constraints and to work with international staff and volunteer teams in a collegial and cooperative manner. A good team member, excellent administrator and willing to work with two Regional Programme Directors.

Job Environment and Dimensions:

The major task is to provide administrative and secretarial support to two Regional Programme Directors responsible for working with national YWCAs in the above regions. This requires strong administrative skills and a high degree of flexibility in assessing the priorities of work with the Programme Directors. Systematising filing and administrative tasks will be a major challenge for the job. The job holder works collaboratively as a member of the Programme Department team and with other World staff and volunteers.

Major Duties and Responsibilities:

1. Organises all publications and reports coming from the member associations and is proactive in requesting and inviting national associations to submit articles about their activities for publication or posting on the website;
2. Organises and keeps up-to-date all reference and filing systems (electronic and physical) maintained in all the regional desks;
3. Assists Programme Directors with correspondence and organization of specific mailings;
4. Facilitates the logistics for events for which the Programme Directors are responsible;
5. Facilitates travel arrangements for Programme Directors and participants in their meetings including flight and hotel reservations, visas and travel itinerary;
6. Responds to enquiries and assures smooth continuity of all activities in consultation with the Deputy General Secretary during the absence of the Programme Directors;
7. Meets the translation needs of the regions and, when necessary, of the World Office;
8. Participates in the preparation and follow-up of Development Committee meetings
9. Undertakes assignments related to meetings of the World Board, World Council, and any other YWCA events.

Major Challenge:

To fulfill assigned duties and responsibilities in a competent and timely manner and to adapt to the needs of different working styles as part of a multicultural and diverse team.

General Expectations of Staff in any Position :

1. To be knowledgeable and in sympathy with the purpose and function of the World YWCA;
2. To work cooperatively as part of a multi-cultural staff and volunteer team.