March 2020

Fellowship Opportunity – Project Assistant
(Ref. IOE-fellow-Project-2020)

The International Organisation of Employers (IOE) The International Organisation of Employers (IOE) is the largest network of the private sector in the world, with more than 150 business and employer organisation members. In social and labour policy debate taking place in the International Labour Organization, across the UN and multilateral system, and in the G20 and other emerging processes, the IOE is the recognised voice of business. The IOE seeks to influence the environment for doing business, including by advocating for regulatory frameworks at the international level that favour entrepreneurship, private sector development, and sustainable job creation.

Fellowship Description: The IOE is looking for a fellow to support the project manager and the project officer in the delivery of the EU-IOE Partnership project “Strengthening the capacity of the International Organisation of Employers (IOE) as a global representative employers’ organisation and of national member organisations, particularly in least developed countries (LDCs)” at its Headquarters in Geneva.

Your tasks will involve, but will not be limited to:

- Providing administrative and logistical support for preparation, delivery and follow up of workshops and conferences
- Scanning and filing reports, purchase orders, invoices, and statements
- Preparing financial documents, forms, and reports
- Support with research and reaching out to members
- Prepare agendas and participants lists
- Performing other general administrative tasks linked to the project

Qualifications:

- High school degree or equivalent is required. Bachelor’s degree preferred
- Excellent French, good English
- Knowledge and experience of developing countries
- At least 1-2 years of experience
- Strong organisational skills, flexibility, and ability to efficiently handle multiple tasks
- Knowledge of project management, as well as of employers’ organisations and policy work
- Good computer skills
- Ability to work with limited supervision and under pressure
- Reliable, trustworthy, and committed to the team’s success
- Holder of Swiss resident permit or valid work permit
Conditions:

- Starting date: ASAP. Ideally 1 April 2020
- Based in Geneva
- Ability to travel to external meetings as necessary
- Full-time schedule of five days (40 hours) per week
- Duration: 9 months
- Gross salary of CHF 2'500 per month

How to Apply

Interested parties should submit their CV and letter of motivation by email to recruitment@ioe-emp.com. Applications should be submitted by 25 March 2020.

The IOE is an equal opportunities employer and the successful candidate will be selected based on merit.

Please make sure the Ref. IOE-fellow-Project-2020 is mentioned in the e-mail object.

The IOE offers a unique opportunity to gain insights in global policy development, how this works from both a technical as a political perspective, how this influences business and how business interacts with social partners, governments and NGOs. The IOE team consists of high skilled professionals that have different backgrounds, both educational as cultural.