



## **International Blue Cross (IBC)**

IBC seeks for a committed professional who wants to work within a Christian value based organisation from August 2018 or by agreement.

### **Administration and Project Assistant 20% (two half days)**

#### **Organisation overview**

International Blue Cross (IBC) is a politically and denominational independent non-governmental umbrella organisation that brings together 40 national Christian value based organisations in Africa, Asia, Europe and Latin America. IBC and its members work with some of the most excluded and vulnerable people in the world. IBC is a specialist on tackling alcohol and drug related social and development issues through prevention, treatment and aftercare programmes.

In addition to implementing international development and cooperation programmes, IBC is involved in alcohol policy lobbying and has a consultative status at the UN ECOSOC. The international team coordinates projects and advises our national partner organisations worldwide in the implementation and financing of the projects. IBC is Zewo certified and member of the cooperation network of Bread for All.

#### **Job description**

As an Administration and Project Assistant you are based in Bern with responsibility to assist the multi-national secretariat team by dealing with the administrative tasks that need to be done at Bern office. These include:

##### Communication:

- Correspondence: filing (box and bexio), maintaining address lists, mailings etc.
- Verbal communication: Answer telephone, make phone calls to prospect donors and communicate with partners and members as appropriate, skype and other on-line interaction
- Written communication: Assist the team at writing texts on newsletters, project reports, donor reports and other IBC publications.
- Support Programme Officer at project reporting and communication

##### Administrative support:

- Assist Finance Officer at financial record keeping
- Support Administrator in travel organization for international meetings
- Support secretarial work (translations, office mail, office materials etc.)
- Assist in donor reporting and sending out calls for donation.

##### Representation:

- Occasionally represent IBC in meetings and meet with churches and other donors as appropriate.
- Support the secretariat team through the collaboration with institutional partners and other organisations to find new funding opportunities
- Occasional international travel (max. 3-5 travel days/year or as agreed)

##### Other:

- Carries out any other tasks as required for the smooth running of IBC



## Job requirements

- Fluency in German with very good knowledge of English and some knowledge of French. Any other language as additional asset
- Very good knowledge of using Microsoft Office: Excel, Word, on-line communication.
- Excellent communication, social and networking skills
- Honest and trustworthy, precise and organized
- Commitment to work within Christian value based organisation
- Driven to working within an environment where we support capacity building of partners in order to assist vulnerable people and to work with the issue of alcohol and other drugs
- Team spirit, commitment, and flexibility.
- Capable of working in a multi-cultural environment.
- Must have a valid permit to work in Switzerland (no sponsorship needed)

We offer among other things:

- Interesting and varied activities in an international environment with many opportunities to be proactive
- A motivated and committed team
- Flexibility in work arrangements

Our office is located at International Blue Cross, Lindenrain 5a, 3012 Bern, Switzerland

## Recruitment process

We are looking forward to receiving your complete electronic application with motivation letter in English and your CV with academic & work certificates in English or German by **24<sup>th</sup> June, 2018** at [office@ifbc.info](mailto:office@ifbc.info) - subject "**Administration and Project Assistant**".

**Shortlisted candidates will be invited to interviews on 2<sup>nd</sup> July, 2018 at IBC Office at Lindenrain 5a, 3012 Bern.**

For further Information please contact General Secretary Anne Babb [a.babb@ifbc.info](mailto:a.babb@ifbc.info), [www.ifbc.info](http://www.ifbc.info)

