

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our Advisory Services department, we are looking for a motivated and dynamic person who can work with a high degree of service-orientation and flexibility to join our organization as per December 2022 or upon agreement.

## ASSISTANT ADVISORY SERVICES 80-100% (W/M/D)

The Assistant works closely together with the two teams Heads of the Water, Food & Climate (WFC) and Skills, Jobs & Income (SJI) teams of the Advisory Services and supports administrative, management and communication processes.

### YOUR MAIN TASKS

- Organization of team activities, calendars, taking care of correspondence and the preparation of meetings and presentations
- Organization and coordination of events and meetings as well as responsibility to take minutes
- Assisting the WFC and SJI teams through support in team coordination, editing, information search, correspondence, translation, etc.
- Preparing and introducing new collaborators to administrative and operational procedures
- Responding to internal and external related questions and requests, general internal and external correspondence in English, German and French
- Preparation, and editing of documents, presentations, and publications, as well as non-technical translations
- Support the execution of AS mandates with administration, organization of workshops and seminars, budgeting, financial monitoring, reporting etc.
- Managing contracts with clients, partners, service providers and further administrative tasks
- Coordinate with other departments on administrative matters and with the other assistants of the department teams.
- Coordinate the vocational training of apprentices in Bern, introduce and coach the apprentice trainers and ensure effective training and supervision of the apprentices

### YOUR QUALIFICATIONS

- A commercial apprenticeship (eidg. KV) or similar education and experience in an administrative environment, preferably in a development cooperation or charity organisation
- Experience in training and supervising apprentices in combination with the “Berufsbildnerkurs”
- Excellent English and German skills (one of them is your mother tongue) and good French skills are mandatory, any other languages (e. g. Portuguese or Spanish) are an additional asset
- Familiarity with financial management procedures
- In addition, you have excellent knowledge of the MS Office products, in particular for editing documents and presentations and you are capable to support other users in the application of the tools
- Intercultural competences and gender sensitivity are required
- You are highly service-oriented, used to work independently as well as in teams
- You are able to organize your multi-tasking work in an efficient and effective manner, remain calm also in hectic situations, and you offer a high degree of flexibility and own initiative
- Interest in the field of development cooperation

## **WE OFFER YOU**

Attractive working conditions in small teams and a multicultural setting, workplace in Bern (close to the train station).

We look forward to receiving your complete application including motivation letter, CV, diplomas and references by October 19, 2022. Please send your application via our [online recruiting portal](#).

For additional information, please contact Rudolf Lüthi, Head Water, Food & Climate (+41 31 385 10 97). For further information please visit our website [www.helvetas.org](http://www.helvetas.org).

We will only accept direct applications for this vacancy.