

JOB VACANCY

Event Organiser / Project Administrator (50%)

The Geneva Forum is a unique partnership of a United Nations body, an academic institution and an NGO working together to improve human security through disarmament and arms control. We are looking for a half time Event Organiser / Project Administrator to join our small team.

Deadline for applications:

3 August 2007

Key areas of responsibility:

- Organising, supporting and following up on all Geneva Forum activities (seminars, conferences, briefings, etc. at the Palais des Nations and at other locations in and around Geneva).
- Maintaining and updating the Geneva Forum database
- Maintaining and updating the Geneva Forum website
- Keeping internal accounts of project income and expenditure
- Conducting background research as required

Term of employment:

Six months initially (with possibility of extension to the end of 2008)

Start date:

1 September 2007

Location:

Graduate Institute of International Studies, Geneva

Requirements and qualifications:

- Valid Swiss work permit
- Proficiency in English and French (spoken and written)
- Background in international relations/organisations
- Ability to communicate clearly and professionally with high-level international officials
- Proven experience in event organisation with excellent attention to detail
- Advanced computer skills
- Experience of database management (knowledge of Microsoft Access an advantage)
- Experience of website management an advantage

To Apply:

Send a one-page letter of motivation, a CV and the contacts of at least two referees to the Geneva Forum Coordinator, Dr. Patrick Mc Carthy (mccarthy@hei.unige.ch). Only shortlisted candidates will be contacted.