

Job Announcement

Position	Administrative/Finance Assistant
Location	Geneva, Switzerland
Employment Duration	<ul style="list-style-type: none"> • Part-time position, 2 days per week • 1 year (Subject to 2 months probation at the beginning of contract)
Salary & Benefits	<ul style="list-style-type: none"> • CHF 1,500 per month
Closing Date	23 November 2012
Interview Dates	28-30 November 2012

About the Organisation

As a membership-based regional human rights organisation, FORUM-ASIA works to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia. FORUM-ASIA presently has 49 member organisations across 17 countries in Asia. Founded in 1991, FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia; where all human rights of all individuals, groups and peoples—in particular, the poor, marginalised and discriminated people—are fully respected and realised in accordance with internationally accepted human rights norms and standards. FORUM-ASIA, as a NGO in Consultative Status with the United Nations, advocates human rights issues through engagement with governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights.

Duties and Responsibilities

FORUM-ASIA's UN Advocacy programme aims to increase the impact and effectiveness of advocacy actions by Asian NGOs and defenders in the use of UN human rights mechanisms, in order to make Asian States more accountable to their human rights obligations. The programme operates in the Geneva office of FORUM-ASIA.

Under the overall guidance of the Deputy Executive Director, the UN Advocacy Programme Officer and the Finance Manager, the Administrative/Finance Assistant will undertake the following activities:

1. Reception and secretarial work
 - Organisation and distribution of mails, faxes
 - Managing office supplies and stock
 - Managing operational relations
2. Assistance to FORUM-ASIA members and partners
 - Arranging flights, accommodations and visas
 - Assisting in the arrangement of lobby meetings
3. Accounting and finance reporting
 - Producing monthly and quarterly expenditure reports
 - Preparing budget forecasts
 - Ensuring the timely payment of bills

Basic Qualifications and Selection Criteria

1. Candidates with Swiss national or C, B or G permits will be preferred
2. Bachelors degree or higher in any area, preferably in the field of commerce, accounting, administrative management or operations

3. More than 2 years relevant experience in conducting administrative and finance tasks;
4. Advanced skills in MS Word, Excel, Access and computerised accounting software Quickbook;
5. Good command of both English and French;
6. Mature personality; ability to perform effective teamwork and work in a multicultural environment

Application Procedure

Those who are interested in the job are requested to fill in the **Job Application Form** and return the form by email **together with a self-introduction letter and two recommendation letters** to: applications@forum-asia.org **before 23 November 2012**. The successful candidate will be contacted for an interview to be conducted in Bangkok between 28-30 November 2012. The interview may include a written test or practical test.