Scientific Team Administrator
Maternity leave replacement July 2021–Feb 2022
80 to 100%

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decisionmakers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US$1 billion in healthcare costs to patients and health systems. We are co-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

Location: Geneva

Reporting to: Director of HR

Duration: July 2021 to February 2022

Your mission:
To provide administrative support to FIND
The position reports to the Director of HR
The position work closely with the Administrators’ team

Responsibilities:
• Organize and coordinate travels and complete and reconcile expense reports
• Process and submit relevant invoices, including contract checking and updating the Database
• Organize conferences and workshops, including managing conferences venue and catering, guests’ travels, VISA and per diem management
• Organize and coordinate internal and external meetings and teleconferences
• Organize and maintain filing systems and contact database.
• Welcome visitors and answer the phone by roster
• With team of administrators, share general administrative load of the organization, perform rotating tasks included, provide back-up support within the team, and contribute to process improvements and toward maintaining a strong and efficient team. Routine activities are defined by roster and ad hoc activities will be defined as needed during peak workload periods.

Qualifications:
• 1 to 3 years’ experience as administrative assistant in an international environment
Fluent English and French, verbal and written, other languages are a strong advantage.

- Strong administrative and IT skills (MS Office, Adobe, Outlook)
- Motivated, team player and able to work in a multicultural environment,
- Ability to work independently with strong attention to details.
- Good sense of priorities and able to tackle multiple tasks.

Soft skills

- Flexible and able to multi-task
- Able to work collaboratively without close supervision, as well as to work under tight timelines on a results-oriented basis
- Capable of setting priorities
- Strong interpersonal skills
- Able to find innovative ways to resolve problems
- Able to work well in teams of multi-cultural backgrounds; effective communication

To apply

Please send your application to hr@finddx.org by 18 June 2021. The application must include:
- a complete curriculum vitae
- a motivation letter

- an acknowledgement letter, answering the following questions:
  1. Have you ever been criminally convicted or subject to any criminal or administrative penalty by any competent authority? If yes, please specify.
  2. Have you ever been terminated or separated (e.g., contract termination, dismissal, non-renewal) or subject to any disciplinary measure or sanction by your employer for fraud, harassment, sexual harassment, sexual exploitation, or sexual abuse?
  3. Have you ever resigned while under investigation or during disciplinary proceedings?

A confirmation of the following declaration of understanding:
- I confirm the accuracy of the information provided, with the understanding that FIND will conduct reference checks to verify relevant information.
- I understand that if any false or misleading information is provided in my application, or any material fact suppressed, I may not be employed, of if I am employed, I may be dismissed.

Please note that due to high volume of applications, ONLY short-listed candidates will be contacted. FIND values diversity among its staff and aims to achieve gender equality both through gender parity at all levels of the organization and promoting a gender dimension in all its work. We welcome applications from women and men, and those with disabilities.