

## **Administrative Assistant 6-month contract**

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-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation. For more information, please visit [www.finddx.org](http://www.finddx.org).

**Location:** Geneva, FIND headquarters

**Reporting to:** Operations Director

### **Your mission/Position objective:**

This position will work closely with the contracting and finance teams, and IT consultant, providing help regarding the management and updating of the Business Central contracts database from a contractual and finance perspective.

The candidate will be provided with close mentoring and guidance by the FIND team for the different tasks to be performed.

In addition, the candidate may potentially be requested to provide support to programmes for resource management.

### **Your responsibilities/Job description:**

Your primary responsibilities will be:

- Work with the contracts and finance teams to quality check contracts and invoices on Partners, including sanctions checks. This will apply to new entries as well to pre-existing ones in the contracts database (i.e. retrospective checks).
- With the IT consultant, participate in troubleshooting that might arise from the contracts database.
- Participate in training sessions that are regularly provided on the business central contracts database.
- With the operations team, analyse completeness of contract and supporting documents to ensure complete audit trail.

### **Qualifications:**

- 3 to 5 years' experience as administrative assistant in an international environment
- Previous experience in operations analysis and monitoring
- Fluent English and French, verbal and written, other languages are a strong advantage
- Strong administrative and IT skills (Word, Excel, PPT, Outlook)

### **Soft skills**

- Good Excel working skills

- Strong capacity to learn new digital tools/software
- Logical thinker and analytical mind
- An appreciation of how finance and OPS functions work
- Good communication skills
- Attention to details

### **To apply**

Please send your application to [hr@finddx.org](mailto:hr@finddx.org) by **30 July 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, or 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.