



## Femmes Africa Solidarité

8 Rue du Vieux-Billard  
P.O. Box 5037  
1211 Geneva 11 – Switzerland  
Tel : (41 22) 328 80 50  
Fax : (41 22) 328 80 52  
Email : [info@fasngo.org](mailto:info@fasngo.org)  
Website : <http://www.fasngo.org>

### **Intern Finance and Administrative Assistant** **International Secretariat - Geneva, Switzerland**

#### **Profile**

- Pursuing or completed university degree in finance, business studies, general management or related fields;
- Experience in Financial record keeping working with NGOs
- Experience in procurement activities
- Experience in office management
- Knowledge of computer applications
- Fluency in French and English;
- Ability to work in a team and independently.

#### **Duties and Responsibilities**

Under the direct supervision of the Administrative and Finance officer and the overall supervision of the Executive Director at the International Secretariat, the incumbent will be responsible for assisting in the general coordination of financial and administrative activities and general administration.

#### **Principal duties include, but are not limited to:**

##### **Administration**

- Assisting in the coordination of the administrative work of FAS International Secretariat and perform liaison duties with FAS Regional Office, Dakar and other FAS offices and representing FAS when required;
- Maintaining the office and organizing the office filing.
- Help in the overall administration and the logistics and contacts with service providers such as travel agents, hotels, office suppliers etc.;
- Coordinating conferences and meetings, including meetings of the Executive Board and the General Assembly, and ensuring that support is provided;
- Processing travel claims and other payments to secretariat staff, vendors and other claimants;
- Helping the Administration Officer with Human Resource management for staff related to: work permit; staff meeting; holidays; accommodation etc
- Preparing correspondence, special reports, evaluations and justifications as required on general administrative or specialized tasks;
- Helping to organize conferences and meetings, including meetings of the Executive Board and the General Assembly, and ensuring that support is provided;
- Arranging appointments and visits and to manage telephone calls with discretion, as and when required;
- Any other duties as assigned by the supervisor or the Executive Director.

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##### **Regional Office**

Immeuble du Pied du Phare des Mamelles  
Appt. 1 et 2, 1<sup>er</sup> étage  
P.O. Box 45077 Dakar Fann  
Dakar – Senegal  
Tel: +221 33 860 20 48  
Fax: +221 33 860 20 47  
Email : [infodk@fasngo.org](mailto:infodk@fasngo.org)

##### **New York Representative**

777 United Nations Plaza 5th Floor  
New York 10017  
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Email : [infony@fasngo.org](mailto:infony@fasngo.org)



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### Financial Management

- Assist the Finance officer in recording financial transactions into the accounting software system
- Maintain filing for all invoices for finances related to FAS.
- Assist in preparing budgets, following up on funding progress and relationships, establishing partnerships with potential donor organizations or governments.
- Assist in keeping cost accounting records and monitoring of the budget implementation of the programme.
- Assist in Process payment of salaries, allowances, travel claims and other payments to secretariat staff, vendors and other claimants.
- Assist in funds transfer to other FAS offices.
- Any other duties as assigned by the supervisor or the Executive Director.

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### Conditions/ Notes:

- CVs can be sent to [accountsofficer@fasngo.org](mailto:accountsofficer@fasngo.org).
- Deadline is 7<sup>th</sup> December, 2014
- The candidates should have a valid Swiss working permit
- This is an unpaid position

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