Administrative Assistant

The International Digital Health & AI Research Collaborative (I-DAIR)

Deadline for submissions: 24 October 2021

Background

The International Digital Health & AI Research Collaborative (I-DAIR) is a global platform to enable inclusive, impactful, and responsible research into digital health and Artificial Intelligence (AI) for health. It is being co-created with a diverse range of stakeholders from the public, private, and academic sectors. I-DAIR takes inspiration from UNSG's High-level Panel on Digital Cooperation on digital enabling of the Sustainable Development Goals (SDGs), and targets set by the World Health Organization (WHO) on universal health care. It can be visualised as a 'distributed CERN for digital health'. I-DAIR is currently in an "incubation phase", and the full launch of the newly-formed organisation is planned for 2022.

I-DAIR is currently looking for an Administrative Assistant to support the I-DAIR CEO and team members with operational tasks and day-to-day functioning of the organisation. This is a full-time position (100%) based in Geneva, Switzerland. Candidates must have the authorization to work in Switzerland. The expected start date is ASAP.

Job Description

The Administrative Assistant will report to the I-DAIR CEO, and work closely with the Project Manager and the Engagement Manager. The specific duties include:

- Assist in the preparation of documents, including formatting, editing and proofreading;
- Liaise with internal and external stakeholders to finalise and obtain necessary approvals and signatures for MOUs, service agreements, and other official documents;
- Assist in the organisation of events and travel missions, including venue reservations, preparation of participant lists, logistics, and follow-up on mission reports;
- Coordinate the I-DAIR calendar, supporting team to organise meetings and plan events;
- Coordinate the CEO's calendar, responding to internal and external requests for meetings;
- Liaise with accounting on key tasks including sending invoices and reimbursement claims for processing, requesting honorarium payments, and keeping track of overall expenditure;
- Take meeting minutes and follow up on action items.

Candidate Qualifications

- Bachelor degree or equivalent training/experience in Business Administration;
- 2-4 years of proven administrative experience in an international environment (non-profit sector preferred);

- Knowledge of MS Office package, Google suite, Slack, Salesforce and virtual meeting platforms (e.g. Microsoft Teams, Zoom, WebEx, etc.)
- Excellent knowledge of English, with fluency in French (B2 level or above) a strong advantage.

Personal skills and competencies

- Excellent organizational skills and ability to work independently within a relatively flat organisational structure;
- Positive and energetic team player, able to maintain contact with colleagues at all levels, including those working remotely;
- Able to work under high pressure and short deadlines in a fast-paced environment;
- Strong diplomatic skills and cultural sensitivity.

How to apply

Applications should be submitted in English and by email only. The following set of documents is required:

- A cover letter explaining your interest and suitability (1-page limit);
- A CV detailing relevant past experiences, as well as indicating your eligibility to work in Switzerland (2-page limit).

Complete applications should be sent to Ms. Anna Brezhneva (anna.brezhneva@graduateinstitute.ch) with the subject "Application: Administrative Assistant". Please include the required attachments merged into a **single PDF**.

Deadline for submissions: 24/10/2021 (midnight, CET). Applications will be reviewed on a rolling basis until a suitable candidate is identified. Please note that incomplete or late applications will not be accepted.

We are committed to diversity and especially encourage members of underrepresented communities to apply.

Due to the large number of applications, we are only able to inform the successful candidates about the outcome or status of the selection process.