

## Role Description – Temporary Assignment

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**ADMINISTRATIVE ASSISTANT - GRANT MANAGEMENT DIVISION - 100%**  
**STARTING ASAP/1 NOVEMBER 2021 LATEST – UNTIL : 30 APRIL 2022 (6 MONTHS)**

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### **1. The Global Fund**

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on [www.theglobalfund.org](http://www.theglobalfund.org)

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## 2. Role description

### Summary / Key responsibilities / Main Tasks:

Part of a pool of 3 other Administrative Assistants, the incumbent will provide administrative support to Department Heads, and act as a back-up during peak and leave times.

Working under the direction of the Team Leader, in a highly collaborative and interactive executive front office support team, the Assistant will provide proactive high quality administrative duties for the senior management team of the Grant Management Division with the highest level of service orientation.

Responsibilities include managing multiple calendars; making travel, meeting and event arrangements; preparing reports and financial data; drafting complex communications (letters, minutes, reports), handling confidential information with the utmost discretion; drafting and editing presentations; ensuring timely and accurate information exchanges with other departments and external partners; and maintaining an organised and structured information storage and retrieval system.

The Assistant may also contribute to various *ad hoc* projects and tasks requested from the GM Directorate Support team.

**Place of Performance:** Global Health Campus in Geneva and teleworking

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## 3. Candidate profile

### Experience

- Between 3-5 years in an international environment, preferably working with senior management level
- Proven efficiency in any of the following domains: service provision, performance management, planning, project management
- A high level of planning and organization skills
- Reliable, innovative, and service-oriented team member with strong interpersonal skills
- Excellent written and verbal communication skills

### Competencies

- Service delivery: Excellent service orientation and diplomacy in dealing with people; Good knowledge of the Global Fund's organizational structure, administrative procedures, processes, and delivery mechanisms
- Organization & Planning: Ability to plan, organize and coordinate services; Ability to handle multiple tasks and recognize priorities, working within tight deadlines
- Computer skills: Proficiency with Microsoft Office
- Project coordination experience, and ability to work well with all levels of internal management and staff, as well as outside clients and vendors
- Sensitivity to confidential matters

**Qualifications:** University degree desirable

**Languages:** English and French.

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## 4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: [cv.tgf@procadres.com](mailto:cv.tgf@procadres.com)

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