



## Operations Assistant

The World YWCA is seeking a dynamic Operations Assistant to help support our work to promote young women's leadership and women's rights. You are organized, detail-oriented and impact-driven, with strong relationship building skills.

**Location:** Geneva, Switzerland / Flexible

**Closing date:** 19 January 2018

**Starting date:** Negotiable

**Type of contract:** Permanent

**Reference:** YWCA-OPA

**Website Link:** <http://www.worldywca.org/>

## About The World YWCA

The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035.

Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under.

The World YWCA mobilizes and connects millions of young women around transformational change, provides leadership opportunities. It also actively works to influence policies, regulations and social and community norms which prevent the realisation of rights and leadership potential of women. It does this by creating opportunities for young women advocates at global and regional policy-setting platforms such as the African Union, the Commission on the Status of Women and the Human Rights Council.

Through its member associations around the world, the World YWCA strives to provide safe, inclusive, non-judgmental and confidential spaces for women and girls to discuss issues such as Sexual and Reproductive Health and Rights, HIV, and violence.

The World YWCA has three strategic priorities:

1. Strengthening young women's and girls' transformative leadership
2. Realising human rights, in particular sexual and reproductive health and rights
3. Growing a social movement for transformational change



## Duties and Responsibilities

The Operations Assistant will report to the Deputy General Secretary. She will be responsible for:

- Handling accounting and financial bookkeeping
- Supporting the F&O Specialist in preparing financial analysis
- Delivering on daily financial tasks, including invoicing (member associations' affiliation fees and other invoices) , preparing payments; following up on expenses etc
- Handling petty cash management, bank accounts and bank reconciliations
- Managing HR tasks
- Managing office administrative work (ordering stationary, following up on admin contracts and invoices, managing the cleaning and the laundry, overseeing office maintenance,...)
- Serving as the IT contact for problem-solving with IT suppliers
- Managing database (Donors, Contacts,...)
- Supporting the Deputy GS and the F&O Specialist as requested
- Covering for the Operations Assistants in her absence
- Undertaking other responsibilities as assigned by the General Secretary

## Skills and Experience

- Strong experience in a similar role
- Good command of Office tools (Microsoft Office, Microsoft Outlook)
- Knowledge and experience in accounting (experience with the IFRS is an asset) and petty cash management
- Excellent relationship building skills, creativity, drive and enthusiasm with the ability to build strong, trusting relationships.
- Strong communication skills; excellent verbal and written English and French is essential,
- Ability to work under tight time constraints and meet deadlines.

## How to Apply

Applications must be addressed to World YWCA via email to [hresources@worldywca.org](mailto:hresources@worldywca.org) stating YWCA-EXA/+your surname in the subject line. To apply for this role, attach your CV (in English) and a motivation letter (two pages maximum) that summarises: 1) how your profile aligns with the key requirements of this role.