



The Swiss Network for International Studies

headquartered in Geneva is looking for a

Program and Administrative Manager 80%

Offer: The Swiss Network for International Studies (SNIS) is a publicly financed funding and networking agency in international studies. It funds academic research and links academics to international organizations. The program and administrative manager is active in both fields, i.e. in the administration of the funding process and in the construction and maintenance of the professional network. The program manager is part of a small team and directly works under the supervision of the SNIS Director. The salary range is from 7000 - 7500 CHF monthly (100% equivalent) depending on experience.

Starting date is 1 April 2012 or upon agreement

Application Deadline: 29.2.2012

Duties :

- *Manage ACADEMIC PROJECT FUNDING program (50%)*
 - Pre-approval phase: Manage annual call for projects
 - Supervise electronic submission procedure, contribute to ongoing improvement of existing platform
 - Control adherence to SNIS rules; submitting personnel, budgets
 - Implementation phase: Manage ongoing SNIS supported projects
 - Track advancement of projects on IT platform; reception and storage of relevant contracts and documents, control of subsidy disbursement, control of intermediary and final financial statements
 - Assist director in academic support and tracking of projects
 - Control of academic project deliverables
- *Manage AWARD program (10%)*
 - Plan and coordinate "SNIS Award" and "International Geneva Awards" with respective juries
- *Construct and maintain academic / International organization NETWORK, assisting the director (25%)*
 - Plan and carry out filmed interviews of high level representatives of International Geneva
 - Plan and coordinate focus group meetings
 - Oversee creation and maintenance of online profiles in member directory
 - Devise and implement new online and offline activities geared at fostering the collaboration between IOs and academics
- *General administrative tasks (15%)*
 - Assist the director in preparing the regular meetings of the SNIS committees
 - Establish minutes of meetings of the SNIS committees and the regular staff meetings

Requirements:

- A Bachelors Degree
- Fluency in oral and written English and French. Command of German is a plus
- Administrative and project management experience
- Journalistic skills
- Proven ability to track budgets effectively
- Previous international work experience or work experience in a multi-cultural setting preferred
- Proven interest in international issues and social science
- Customer Service oriented approach
- Excellent communication and interpersonal skills
- Solid organizational skills: the ability to multi-task and work well under pressure
- Good Computer skills: facility with MS Office, CMS experience is a plus
- Work permit for Switzerland

Please send your letter of motivation and resume (including work certificates) to job@snis.ch