

Are you looking for rewarding work in an international environment where you can use and refine your administrative, finance, organisational and language skills, while building up your experience working in international development?

The Global Forum for Rural Advisory Services (GFRAS, www.g-fras.org) provides advocacy and leadership on rural advisory services (RAS) for sustainable development. The GFRAS Secretariat, hosted by AGRIDEA in Lausanne, Switzerland, is seeking a motivated and engaged

Programme Assistant (50%) to provide administrative, financial and logistical support to the GFRAS Secretariat

Tasks

- Be responsible for administrative, financial and logistical functions of the Secretariat;
- Assist in project management and project administration (elaborate and ensure follow-up and delivery of outputs of sub-contracts, etc.), including tasks relating to monitoring and evaluation;
- Help organise, implement and report on internal and external meetings and events, including making travel arrangements for meeting participants;
- Support the writing and editing of GFRAS documents and publications;
- Support the Executive Secretary in administrative, financial, and logistical matters as needed.

Profile

- Excellent working knowledge of English and French, both oral and written; skills in other languages, especially German, would be an asset;
- Professional experience and/or training in administration, finance, meeting organisation and logistics in a relevant domain (i.e. agriculture; rural development; international development and cooperation);
- Proven organisational and communication skills, capacity to manage stress and to work autonomously;
- Willingness to learn and ability to adapt to new working environments and tasks.

We offer

- A unique opportunity to refine your skills in an interesting and challenging international environment;
- Possibility to adapt the Terms of Reference to your core strengths, skills and interests;
- A dynamic working environment in which you will be able to take increasing responsibility for tasks assigned to you and actively contribute to the consolidation of GFRAS.

Location and scope of work: You will work at the GFRAS Secretariat in Lausanne. The assignment may also include international travel.

Start: As soon as possible

For further information, please contact Natalie Ernst, GFRAS Programme Officer (natalie.ernst@g-fras.org; skype: [gfras.natalie.ernst](https://www.skype.com/en/contacts/gfras.natalie.ernst). Phone +41 52 354 97 90 (available via phone on Wednesdays only) and see www.g-fras.org.

We look forward to receiving your application in English in due course. Please send all relevant documents to Bettina Perroud (+41 21 619 44 07), Human Resources, AGRIDEA Lausanne bettina.perroud@agridea.ch and copy natalie.ernst@g-fras.org.