

Job Description

Position: Administrative and Finance Intern

Reporting to: HR and Office Manager

The International Code of Conduct for Private Security Service Providers' Association ("ICoCA") is a multi-stakeholder initiative created to promote, govern and oversee the implementation of a [Code of Conduct](#) (the Code) for private security companies that operate in complex environments. The objective of the Code is to promote increased respect for Human Rights and Humanitarian Law and to raise standards of operational conduct throughout the private security industry. The ICoCA Secretariat, based in Geneva, Switzerland, carries out the Association's principal implementation and oversight functions under the supervision of its Board of Directors.

The Administrative and Finance Intern will assist with the administrative aspects of the day to day functioning of the ICoCA and support the Finance and HR team.

Responsibilities

- Coordinating payments and filing invoices
- Filing/Archiving finance and administrative records
- Following expenses made via credit cards
- Supporting the organisation of travels for the Secretariat Team and Board Directors
- Following expenses made for travels
- Supporting the update and creation of policies

Requirements and skills

- Compulsory: Ongoing studies in administration and/or finance - Ideally HEG student
- Compulsory: Fluent oral and written French; Good oral and written English
- Preferable: Knowledge of Swiss administrative mechanism
- Preferable: Excellent attention to detail and autonomous
- Compulsory: Good knowledge of MS Office products
- Optional: A first experience in the sector is an asset

Location: Geneva, Switzerland

Duration: 6 months to 1 year (depending on University requirements if applicable and on budget)

Start Date: 1st of March 2023

Closing date for Applications: 15.02.2023

Salary: To be discussed depending on profile

Individuals interested in this opportunity should submit a CV (max. two pages) and a motivation letter to: secretariat@icoca.ch with the following subject: "Application for Administrative and Finance Intern Position".

For more information on ICoCA, please visit www.icoca.ch.