



International Council of Nurses (ICN) Post Vacancy

Administrative Assistant & Coordinator (Deadline Extended)

Founded in 1899, ICN is the widest reaching health care organisation in the world. As a Federation of National Nurses' Associations (NNA's), ICN is a not for profit, non-governmental organisation representing millions of nurses in more than 130 countries. Operated by nurses and leading nurses internationally, the organisation works to ensure quality nursing care for all; sound health policies globally; the advancement of nursing knowledge; the presence worldwide of a respected nursing profession; and a competent and satisfied nursing workforce.

Summary description of the position

Administrative support to Nursing and Health Policy team and activities

- General support to nursing team including Chief Nurse and consultants – under the supervision and/or request of the Chief Nurse
 - organizing regular nursing team meetings and bilateral meetings withing the team - taking minutes of the meeting
 - preparing relevant documents (agendas, minutes, reports, etc.)
 - Organizing and coordinating meetings and events including invitees, sending invitations, compiling answers and preparing documents, liaise with communications department
 - Using Outlook, Word, Excel, PowerPoint, Survey Monkey, Teams, Zoom to host meetings and produce materials for internal and external meetings and conferences on a professional manner
 - administrative support and coordination of the work and reports of the team.
 - supporting the tracking of the action plans and activity of the team as requested
 - Writing error-free e-mails and letters for various events and announcements
- Supporting committees and working groups for nursing health policy work:
 - organising meetings, drafting agenda and minutes, invitations, letters, mailing, prepare participants list, compile answers from surveys
 - help participants with visa requests
- Supporting the filing of all working documents and material on ICN servers and SharePoint
- Translating and proofreading in French and Spanish for the Nursing and Health Policy team
- Compiling information on specific work and drafting reports (i.e., ICN updates) and supporting ICNEC services
- Replying to nursing general inquiries
- ***Other administrative support to the Chief Nurse***
 - Scheduling appointments and travel planning for the Chief Nurse (itinerary, contact persons' details, meetings documentation, visa requirements, etc.)
 - Accurately tracking expenses and processing and submitting receipts accurately for Chief Nurse

Other administrative support

- Translating and proofreading in French and Spanish for ICN publications and documents as needed
- Any other general administrative support as needed

Requirements

- Secretarial School Diploma or similar educational background
- Several years of administrative assistance and coordination
- Good proficiency in English and French with good working proficiency in Spanish
- Ability to work independently, in a team and with people of various cultural backgrounds
- Able to set priorities, organise work and be self-directed
- Good proofreading and organizational skills
- Initiative, reliability, and good interpersonal relations
- Conscientious, proactive, IT-savvy
- Experience in healthcare sector and NGO's is an asset

The Package

Open-ended position at 100% in Geneva. Salary and benefits meet the market standards for Switzerland.

Start date: **As soon as possible.**

Interested applicants should provide all materials outlined below to recruitment@icn.ch **no later than 31 January 2023 COB.**

- A CV (maximum 2 pages)
- A cover letter (maximum 1 page)
- Your work certificates and diplomas

In order to comply with Swiss authorities' requirements, a valid Swiss working permit and/or European citizenship is required.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted.

As the global voice of nurses internationally, the International Council of Nurses (ICN) represents the diverse global nursing workforce. It is vital that ICN build positive, respectful relationships internationally that help position ICN, nurses and nursing for now and the future. As such, ICN is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion (DEI).

As an employer, ICN aspires to follow the ICN Code of Ethics and to reflect in our workforce the diversity of the communities in which we operate at all levels of our organisation. We embrace and encourage our employees' differences in age, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, and other characteristics that make our employees unique.