

Administrative Officer

Application Deadline: 22 May 2023

Start Date: As soon as possible

Employment Type: Full-time; six-month contract, with possibility of extension

Salary: Dependent on experience, according to the International Civil Service Commission (ICSC) scale

Location: New York City; candidate must be eligible to work in the U.S.

Position

The Global Network of Women Peacebuilders seeks a full-time Administrative Officer. The Officer will take part in supporting administrative and logistics matters to ensure advocacy, research, planning and programmatic work in the various regions where GNWP operates and in global advocacy fora in New York. The Officer will work from New York City in a hybrid work modality (3-4 days a week in the office, 1-2 days a week from home).

The Organization

The Global Network of Women Peacebuilders is a coalition of women and youth-led organizations from Africa, Asia and the Pacific, Latin America, Eastern and Western Europe, the Middle East, and the Arab world—mostly in conflict-affected countries—that are actively involved in advocacy and action for the full and effective implementation of the UN Security Council Resolutions (UNSCR) on Women and Peace and Security (WPS), Youth and Peace and Security (YPS), Sustaining Peace, Gender-responsive Humanitarian Action, and 2030 Agenda for Sustainable Development.

GNWP amplifies women's and youth peacebuilders' voices for more sustainable and inclusive peace. In partnership with local communities affected by violent conflicts and humanitarian crises, GNWP implements programs that build peace locally, teach women and girls how to read and write, promote women and youth peacebuilders to be leaders and decision-makers, and improve women's economic status. GNWP advocates with governments to implement laws and policies that promote and protect women's and youth's rights and work with men and gender equality allies to support women's empowerment, leadership, and rights.

Description

The Administrative Officer will be required to:

- Coordinate administrative and logistical matters to ensure the effectiveness of GNWP's advocacy, research, planning and programmatic work, and maintain compliance with organizational policies;
- Ensure compliance with all U.S. regulations for 501c3 tax-exempt charities;
- Support the coordination of meetings, agendas, travel plans and appointments;
- Handle all forms of correspondence, including office main inbox, letters, membership applications, employment applications, packages, and phone calls;
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures;
- Supervise maintenance and repair of facilities and equipment, and liaise with all vendors and consultants who support office operation;
- Create and update a physical filing system for organizational documents such as grant contracts, contracts with vendors and service providers, etc.;
- Create and update the electronic filing system and/or database of GNWP team members, organizational members, speakers, resource persons and ensure coherence with related files;
- Support bookkeeping and budgeting procedures as well as contribute to the preparation of narrative and financial reports as needed;
- Contribute to fundraising, including but not limited to gathering Organization documentation required by donors, and drafting or reviewing narrative and budget drafts;

- Actively engage on social media platforms where GNWP is active (Twitter; Facebook; Instagram) during regular work hours; and
- Work in a supportive, inclusive atmosphere.

Qualifications

- Bachelor's degree or other relevant post-secondary certification(s);
- Proven experience as an administrative officer, assistant or in another relevant role;
- Particular interest in moving global issues to national and community level and amplifying the voices of grassroots women at the global level;
- Ability to work in a fast-paced environment, self-motivated and attention to detail and accuracy;
- Excellent interpersonal, leadership, management and organizational skills;
- Ability to work independently and as part of a team;
- Outstanding abilities to communicate in person, in writing and over the phone;
- Flexibility with work hours to accommodate correspondence with colleagues, partners, and donors in different time zones;
- Knowledge of languages other than English is a plus;
- Familiarity with common procedures and basic account principles; and
- Knowledge of Google Suite, Microsoft Office and other office management tools and applications.

GNWP offers a benefits package to U.S.-based staff.

To apply please submit your CV, short writing sample, and two (2) references via the following form: <https://forms.gle/WHHQnpu9tkY92kAE9>

Only complete applications will be considered and shortlisted candidates will be contacted.

GNWP is dedicated to creating a diverse and inclusive environment of mutual respect. GNWP recruits, employs, trains, compensates and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided based on qualifications, competence, integrity, and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

More information on GNWP policies can be found here: gnwp.org/about-gnwp/

For any questions or concerns, please contact: employment@gnwp.org.