

Job description - Administrative Officer

Reports to: Head of Finance & Administration

Direct reports: None

Job Purpose: The Administrative Officer will support the CHS Alliance team with operational support, events and travel logistics and finance tasks to ensure efficiency and smooth workflow.

Main Responsibilities:

Operational Support (40%)

1. Supporting staff travel - including a new relationship with our travel services company,
2. Tracking all travel (who is where when, plus costs, plus carbon footprint - linked to forthcoming Environment Policy),
3. Logistics support for different engagements: especially in the Programmes countries,
4. Supporting the security of staff ,
5. Supporting the establishment and management of a technical roster,
6. Perform other duties related to this position as needed by the organisation.

Events logistics support (30%)

1. Logistics for in-person CHS Alliance flagship events e.g. travel and visa advice and venue bookings
2. Zoom account management e.g. setting up CHS Alliance Zoom meetings and webinars and tracking attendance as required.

Finance Support (30%)

1. Coordinate and process Purchase Approval Forms for necessary approvals,
2. Organise and maintain an orderly accounting filing system,
3. Prepare invoices and review expense claims for staff and consultants,
4. Provide clerical and administrative support as needed,
5. Verify staff timesheet allocations for accuracy,
6. Collaborate with the Finance Team on specific projects.

Key Contacts:

Internal: Programmes and Finance teams, other staff members

External: travel agency, consultants, ...

Person Specification

Competencies

- **Delivering Results:** Dynamic and able to bring opportunities together to deliver results
- **Inclusive:** Demonstrating understanding of gender, diversity and inclusion
- **Creative thinking:** Curious about alternative or unconventional ideas/solutions
- **Communicating:** Ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing
- **Cultural Sensitivity:** Adaptable and sensitive to work in different cultural contexts
- **Time Management:** Proven ability to prioritise and plan effectively, working in a structured manner and to deadlines
- **Living CHS Alliance values:** committing to work as a team, act with integrity, aim for excellence, respect, and care for each other and think creatively

	Essential	Desirable
Qualifications:		Bachelor's degree in business administration or a related field
Experience:	1–3 years of administrative or office management experience.	
Knowledge:	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). • Knowledge of Zoom and other communication tools (such as MS Teams) 	
Skills:	<ul style="list-style-type: none"> • Organisation and Time Management: Ability to manage multiple tasks, prioritise workload, and meet deadlines effectively. • Communication Skills: Strong written and verbal communication skills to interact with colleagues, clients, and stakeholders. • Proactive mindset: Takes initiative without constant supervision. Capacity of knowing when report to the manager. • Flexibility: Adapts to changing priorities and multitasks effectively. • Customer service orientation: Approaches tasks with a helpful and cooperative attitude. 	
Language:	• English	• French or Spanish

Behaviour	<ul style="list-style-type: none"> • Interpersonal Skills: Capacity to work well with teams and maintain a positive attitude in interactions. • Discretion and Confidentiality: Handling sensitive information with integrity and professionalism. • Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the CHS Alliance Code of Conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance's standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact. • Commit to the CHS Alliance values, vision and mission 	
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Salary: 27'000GBP-30'857GBP

Location: UK

Contract type: one-year contract, possible extension

Start date: As soon as possible

IMPORTANT NOTICE:

The CHS Alliance has a zero-tolerance policy towards the abuse of power, exploitation, bullying, harassment and discrimination and towards fraud and corruption.

As representatives of the CHS Alliance, staff behaviour must be seen to be of the highest standard and in keeping with the CHS Alliance vision, mission and aims. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks. As part of these checks, the CHS Alliance is participating in the [Inter-Agency Scheme for the Disclosure of Safeguarding-related Misconduct in Recruitment Process within the Humanitarian and Development Sector](#). The participation in this Scheme requires the CHS Alliance to seek information about candidate's misconduct (including sexual exploitation, abuse and harassment) with any previous employers for at least the past five years.

How to apply:

Interested candidates should submit their applications by email to: recruitment@chsalliance.org
Applications shall include a **CV and a motivation letter**. Please mention *your name and the vacancy reference* in the subject line.

Deadline for applications: