



Position:	Administrative Assistant – Intern to Dialogue Coordination Unit
Description:	This position will be conducted under the overall supervision of the Dialogue Coordinator. The objective of the position is to assist in the implementation of Dialogues, Conferences and events organized by ICTSD.
Summary of main duties:	<p>Key functions :</p> <ul style="list-style-type: none"> • Assisting in Liaising with partners; • Assisting in all logistical coordination, including travel arrangements, mail outs, venue selection, meeting room Management, etc. • Liaising with participants and speakers; • Supporting in document Management, including filing and correspondence; • Supporting in on site Management for local events, including help with set up of dialogue venue (banners, nameplates, publications selection); • Assisting in the Budget Management; • Assisting with website posting with list of participants, agenda, power point presentations; • Ensuring database update including management of list of participants for all dialogues in order to ensure database enrichment and statistics creation; • Assisting to compile information and resources for ICTSD’s Web site, and support updating related websites. • Assisting to process feedback forms through survey monkey and writing report; • Assisting with nameplates and nametags creation through Excel; • Will also contribute to other projects/ programmes at ICTSD as needed.
Requirements:	<p>The candidate for this position should possess the following abilities:</p> <ul style="list-style-type: none"> • Highly organized and focused working style; • Task-oriented, ability to multi-task and show particular attention to detail; • Innovative and Creative; • Poised and professional communication skills; • Ability to work in a multicultural environment, both independently and as part of a team.; • Knowledge of protocol and diplomatic procedures; • Fluency in Oral and Written English and French or Spanish; • Knowledge of management and financial management an advantage; • Excellent computer skills.
Contract	<p>Internship on a full time basis 40 hours per week.</p> <p>To Apply: Please send your application to jobs@ictsd.ch (cover letter + CV)</p>