

PART-TIME JOB OPPORTUNITY : Senior Administrative Assistant

COHRED is looking for a part-time (two mornings per week) senior administrative assistant to support the general administration of the organisation, support staff in Geneva and in the field, update our website, communicate with board and partners, maintain the Geneva office and manage meetings and travel for the Executive Director.

COHRED is a small non-governmental, non-profit organisation located in Geneva and with staff in Africa and Latin America. Our board members are globally distributed and operate at very senior levels in academia, private sector and international organisations. We concentrate on providing practical solutions to bottlenecks in the capacity and systems to conduct research for health of low and middle income countries. www.cohred.org

At this time COHRED has a vacancy for a part-time person to work in the Geneva office. This job would suit an experienced administrative / executive assistant looking for fulfilling work in a small team who is looking for part-time work, including post-retirement. We expect that you are able to deal easily with internet, email and various web-based programmes we use to administer the organisation and manage our communications.

Please send your letter of interest and CV no later than Tuesday 15 August to: jobs@cohred.org

For further information: please contact Arianna D'Amora at arianna@cohred.org