



GRANT ADMINISTRATOR

Based in Geneva

The Oak Foundation (www.oakfnd.org) commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa, and North America, Oak Foundation makes grants to organisations located in 40 countries worldwide.

Oak wishes to appoint a full-time Grant Administrator to be based in Geneva. Reporting to the head of grant administration, you will undertake a wide range of administrative duties in support of Oak's programme staff. The successful candidate will:

- Prepare and edit contracts and payments;
- Provide finance and accounting support to staff and grantees;
- Prepare and make grant payments;
- Prepare, collate and format management reports;
- Maintain all physical records and files;
- Carry out database updating and maintenance;
- Handle internal and external enquiries;
- Liaise with programme staff locally and internationally;
- Assist programme staff with data input and other administrative tasks;
- Undertake miscellaneous administrative tasks.

You will demonstrate enthusiasm for the Foundation's mission and for being part of the administration of a growing international organisation. You will be financially competent with experience in accounting and administration. You will have good organisational skills, be conscientious and committed and, have excellent MS Excel and MS Word skills. Fluency in English is required and good French is highly desirable. Candidates should be Swiss, have a valid Swiss work permit or be a citizen of a European Union country.

To apply please send your Curriculum Vitae and a covering letter quoting JU/GA/10 letter to GA@oakfnd.org no later than 31 January 2010. Please no telephone calls or faxes.