



Administrative and Finance Intern (Student)

Mercy Hands Europe

Organisation

Mercy Hands Europe (MHEurope) is a women-led international non-profit organisation registered in Geneva, Switzerland, since 2019. It is the sister organisation of **Mercy Hands for Humanitarian Aid (MH)**, the biggest local NGO in Iraq founded in 2004. MHEurope's mission is to empower vulnerable people living in the disaster areas of **Iraq and Syria** through our sister organisation and local partners. We also work in **Ethiopia and Ukraine**. We focus primarily on education, protection, emergency, and livelihood sectors. We support the development and implementation of our projects with partner organisations on the ground. Our project management experience and expertise, with sustainability as a core value, and our presence in Switzerland, allow us to secure long-term sources of income and ensure capacity building of local communities.

MHEurope is offering an internship contract of 6 months, with two months of probation period. **The starting date of the internship will ideally be the 1st of February 2023. The intern must be already based in Geneva and a student.**

Position

The Administrative and Finance Intern will be based at MHEurope's Headquarters in Geneva. S/he will work under the direct supervision of - and report to - the Executive Director.

The position is highly communicative, requiring ongoing interaction with the Executive Director, the Program Managers, the Fiduciare (accountability Service), field staff, donors, partners, various stakeholders, etc.

Salary and benefits

- 6 months (Part-time: Minimum of 20 hours/week in the office)
- Starting date: 1.02.2023.
- Closing date for Applications 25.01.2023
- Monthly recompensation starting from 250 CHF.

Location

Geneva, Switzerland.



Requirement

- Compulsory : **Currently enrolled in a Master's degree programme** with coherent thematic
- Compulsory : Excellent oral and written English and French,
- Compulsory : Background in administration and/or finance,
- Compulsory : Background studies in a related field,
- Preferable: Knowledge of Swiss administrative mechanism,
- Optional : A first experience in the sector is an asset,
- Optional: Previous experience in project writing is an asset.

Responsibilities (in coordination with ED and fiduciare)

- Payrolls and accountability
- Administration and taxes
- Archive of Administration and finance
- Administrative and financial support of projects
- Updating and creating policies
- Performing other duties related to the position as assigned by the MHEurope Executive Director.

How to apply

If you are interested in this position, please send your CV and cover letter to michela.maccabruni@mercyhandseurope.org and info@mercyhandseurope.org with the following subject: "Application for Administrative and Finance Intern Position".

Due to the high amount of applications received, only the shortlisted candidates will be contacted. We thank you for your understanding.