

ICCA Consortium Call for Applications: Administration Assistant

About Us

The ICCA Consortium (www.iccaconsortium.org) is a global, membership-based organisation that promotes appropriate recognition and support for territories and areas conserved by Indigenous peoples and local communities (ICCAs—territories of life) at the local, national, regional and global levels. The Consortium is rooted in the movement for equity in conservation and directly linked to the grassroots through its organisational Members (Indigenous peoples', community-based and civil society organisations) and individual Honorary members.

We are seeking an Administration Assistant to join our expanding team and provide administrative support to our Programme Manager and Global Coordinator.

Responsibilities

In collaboration with and under the direct supervision of the Programme Manager, the Administration Assistant will provide administrative support to:

- projects and initiatives of the ICCA Consortium;
- help monitor and ensure compliance with taxation requirements and any other relevant financial laws and regulations in Switzerland;
- help ensure compliance with Association registration requirements in Switzerland;
- strengthen the human resources system, including recruitment, contracting and payroll, internal control, coordination, evaluation and reporting, monitoring and wellbeing;
- various aspects of grant proposals, monitoring and reporting, ensuring compliance and fulfilment of agreements with donors and partners; and
- other ad hoc tasks reasonably related to the function of Administration Assistant.

Requirements

This is an engaging, dynamic and multi-faceted role that requires strong and diverse skills, capacities and attributes, including:

- Passion for and personal dedication to issues concerning Indigenous peoples and local communities, conservation of nature and culture in territories of life and global sustainability.
- Strong work ethic, integrity and commitment to work in service of the ICCA Consortium vision and mission.
- Ease with working independently and as part of a diverse global team, with people from different cultures located in various countries and time zones.
- Proactivity and flexibility to organise work independently and prioritise and follow through with an active and time-sensitive workload.
- Excellent inter-personal, communication and relationship management skills.
- Excellent and proven organisational management skills, ability to multitask and attention to detail.
- Proficient in working with various software programmes and apps to communicate internally in the Secretariat (Word, Excel, PowerPoint, WhatsApp, Slack, Zoom, etc.).
- Fluency in written and spoken English. Fluency in French and/or Spanish (the other working languages of the ICCA Consortium) is desirable.

Location and Team Arrangements

The Administration Assistant will be part of the global team in the ICCA Consortium's Secretariat. The ICCA Consortium has no physical offices and all members of the Secretariat work remotely so they can be based anywhere in the world with reliable and consistent internet connection and electricity.

This role could be undertaken on a part-time or full-time basis depending on the skills and capacities of the successful applicant.

The Administration Assistant will have regular contact with the rest of the global team and report directly to the ICCA Consortium's Programme Manager and Global Coordinator. The successful applicant will receive the necessary training (online) on her/his functions and ongoing support as needed from the Programme Manager and Global Coordinator.

Consultancy Agreement and Remuneration

The ICCA Consortium works with consultants on the basis of a Consultancy Agreement (not an employment contract). The Consultant is responsible for all taxes, benefits and other social insurance costs pertaining to the Consultancy Agreement.

The successful applicant will start as soon as possible. The initial Consultancy Agreement will be for the remainder of 2021, with a review period after three months. The Agreement will be renewed in 2022, subject to performance and available funds.

The intended remuneration is the equivalent of USD 2,000 per month for a full-time role (pro rata based on time worked if for a part-time role). All consultants work with the ICCA Consortium in a horizontal structure with modest levels of remuneration.

Application Process

We invite applications to be submitted by 4 July 2021 (23:59 CET) to the ICCA Consortium's Programme Manager (Ms Sarah Ryder) at sarah@iccaconsortium.org. Applications must include the following:

- A cover letter;
- A curriculum vitae; and
- Contact details of at least two referees willing to be contacted.

Applications must be submitted in English. Only complete applications will be considered.

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The ICCA Consortium celebrates cultural and human diversity and actively strives to be an inclusive organisation in terms of gender, sexual orientation, origin, race, age, language, social position, way of life, disability or religious, spiritual, ideological, or political convictions. We provide a welcoming and open environment for all who are motivated to collaborate with us to achieve our [mission](#). Members of Indigenous peoples and local communities and/or individuals from Latin America, Africa, Asia and the Pacific are particularly encouraged to apply.