The Global Interagency Security forum (GISF) is an independent network of Security Focal Points who represent humanitarian NGOs operating internationally

GISF Admin. Assistant Role

Fixed term contract for 6 months with possibility of extension
Full time – working 37.5 hours per week
Salary: £18,960 per annum
Location: Manchester/London, UK preferred
Expected Travel per annum – 20 days
People Management – None

Role Context

The Global Interagency Security Forum (GISF) is an independent platform for security focal points from Global humanitarian agencies operating overseas. GISF emerged in 2006 as an independent NGO network, facilitating collaboration and information exchange on humanitarian security-risk management at the strategic, systematic and policy level. Over the past 10 years, the Forum has established itself as a global reference point and centre of excellence for applied practice, collective knowledge and current challenges in humanitarian security-risk management.

Recognising that NGOs need to develop expertise in security-risk management in order to deliver aid effectively in unpredictable operating environments, GISF's vision is to continue to grow as a global hub for humanitarian security risk management for NGOs and other stakeholders that impact on security risk management in the humanitarian space.

The primary objective of GISF is to have a positive impact on NGO humanitarian security risk management in order to achieve sustainable access for populations in need. As an independent network of security focal points who represent Global-based humanitarian NGOs operating internationally GISF is committed to improving the safety and security of operations and staff, strengthening humanitarian security risk management to allow greater access to and impact for crisis-affected populations

GISF acts as a resource for the humanitarian sector and other stakeholders, including donors, academics and the private sector to improve good practice and build capacity on humanitarian security risk management.

As an NGO led forum, the GISF hub reflect the needs of our members and the broader humanitarian SRM network.

GISF works directly with 100 + humanitarian agencies (members). The GISF Secretariat and Steering Group also engage and collaborate with a wide range of actors, including institutional donors, researchers, UN agencies, academic institutes, think tanks, consultants and NGO platforms, in order to promote and enhance security risk management in humanitarian assistance. GISF achieves its goals in part by maximising available resources and cooperating closely with this wide range of actors.

GISF is supported by its membership and is funded by the Swiss, US and UK governments. The Forum is not a registered organisation, but an independently-run entity, currently hosted by Christian Aid.

For more information please visit **www.gisf.ngo**.

The Job

The role is responsible for providing efficient administrative support to enable the smooth functioning of the GISF Secretariat. You will be working as part of a UK/US Administrative Team.

Key Responsibilities

- Assist other GISF staff on administration issues such as room and travel bookings, stationary requests and orders, etc.
- Maintain GISF publications stock and storage room
- Support Researcher with mail outs
- Support Projects & Membership Officer with event logistics
- Support Communications team with social media updates
- Support with database updates – training will be provided
- Provide general admin support to the team

Essential Skills/Experience

Essential

- Educated to GCSE level or equivalent with Maths and English
- Some experience in a similar administrative role – at least one year
- Able to work on own initiative – a self-starter
- Able to work virtually as part of an already existing team
- IT-literate, with basic knowledge of Microsoft Word and Excel and Office 365
- Good communication skills and good written and spoken English
- An eye for detail and a systematic approach to work
- Ability to handle confidential information
- Basic social media skills – LinkedIn, Twitter
- Previous experience of voluntary sector desirable but not essential

How to Apply

To apply for this post please send your CV and cover letter to the GISF Administrator, Justina Amenu (gisf-admin@gisf.ngo) highlighting:

- Your suitability for the role and interest in joining GISF
- Relevant experience in office administration or in a team supporting role
- How you see this role fitting into your future career plans
- Also complete and return the attached Application Form

As this post is UK-based, non-EU nationals will require current and valid permission to work in the UK.

Closing date: 25th June 2021
For further details: see http://www.gisf.ngo/about or contact gisf-admin@gisf.ngo