The Global Interagency Security forum (GISF) is an independent network of security focal points who represent humanitarian NGOs operating internationally

GISF Admin. Officer

Fixed term contract for 12 months (with possibility of extension)
Full time – working 37.5 hours per week
Salary: £25,272
Location: London/Manchester UK – (possibility to work remotely within reach of London or Manchester)

Role Context

GISF is an independent NGO peer support network established in 2006 to provide a platform for global security focal points to share experiences, knowledge and learning. GISF is dedicated to improving the protection of aid workers and operations, to achieve sustainable access to populations in need.

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 forum currently represents over 130 aid agencies operating internationally, its members including development, human rights and humanitarian organisations. Over the past 14 years, GISF has created a centre of excellence that gathers and disseminates good practice in security risk management (SRM) to improve policy and practice. GISF collaborate with a range of experts within and beyond the sector to ensure a coordinated approach and maximise gain for the whole sector. GISF crafts innovative research, hosts original training and events, and maintains a 'one-stop-shop' for security risk management in the humanitarian sector through its online hub.

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.

GISF is supported by its membership and is funded by the US and UK governments. The Forum is not a registered organisation, but an independently run entity, hosted by a Member Organisation, currently Mines Advisory Group (MAG).

GISF Vision: Aid workers and operations are safe and secure to achieve sustainable access for populations in need

GISF Mission: GISF drives positive change in security risk management across the humanitarian sector through original research, collaboration and events.

GISF Values:

- GISF operates according to the fundamentals of the *humanitarian principles*, i.e. humanity, impartiality, neutrality and independence.
- GISF takes a professional, member driven and *collaborative* approach to its' work.
- GISF aims to remain relevant to its' members and the broader sector through continuous *innovation* and added value.
- GISF champions *inclusivity* across security risk management and operates in a transparent, accessible and open manner.

For more information, visit: www.gisf.ngo

The Job

The aim of this role will be to provide administrative support to the overall work of the Global Interagency Security Forum (GISF). The Administrative Officer will report to the Business & Operations Manager (BOM) *and* will be responsible for providing proactive administrative support to the GISF Secretariat. They will be responsible for GISF expenditure and budget updates, managing payments to suppliers and from GISF members, keeping GISF records updated as well as supporting the various GISF teams with all their administrative functions including donor reporting. They will produce regular reports and be responsible for managing their workload and prioritising work as appropriate.

Job Purpose

The aim of this role will be to provide administrative support to the overall work of the Global Interagency Security Forum (GISF). The Administrative Officer will report to the Business & Operations Manager (BOM) *and* will be responsible for providing proactive administrative support to the GISF Secretariat. They will be responsible for GISF expenditure and budget updates, managing payments to suppliers and from GISF members, keeping GISF records updated as well as supporting the various GISF teams with all their administrative functions including donor reporting. They will produce regular reports and be responsible for managing their workload and prioritising work as appropriate.

Job Description

General Administration

- Provide comprehensive and proactive administrative support to the GISF management team and Secretariat team
- Provide essential cover for the BOM in times of holiday/sickness absence
- Act as liaison with GISF Host organisation, MAG
- Advise GISF Team on MAG policies and protocols – will need to familiarise themselves with MAG policies and protocols
- Undertake or assist with specific projects on behalf of the Management Team
- Support the BOM to ensure coordination of Management Team and Secretariat
- Support arrangements for all GISF Forums and events, as required (logistics, invoice processing and payment, etc.)
- Provide cover for the Admin & Projects Assistant in times of holidays/sickness absence
- Managing consultant contracts – GISF projects
- Liaising with Project Leads and ensuring suppliers and contractor invoices are paid based on deliverables.
- Supporting GISF Team with projects – contract requirements (consultant and procurement), payments, in accordance with host policies and procedures
- Preparing donor reports
- Any other tasks as assigned to support the GISF Secretariat.

Membership/Events

- Supporting GISF PMOs (EU & North America) with membership administration, including
    - the membership and affiliate application procedure
    - keeping membership records up to date
- Supporting GISF PMOs with event logistics, including venue, catering and set up
- Point of contact for all Salesforce record queries and managing relationship with the Salesforce Consultant
- Providing up-to-date membership reports when required
- Maintaining GISF records and the Salesforce database (training will be provided)

Finance & Budget

- Liaising with Host finance team for payment of supplier invoices
- Liaising with Host finance team to raise invoices for members and purchases
- Managing the invoicing process to ensure prompt payment, responding to queries
- Ensuring New suppliers and contractors complete the required forms and are set up on system

- Following up on, and resolving invoicing and payment queries
- Collating and analysing monthly expenditure reports
- Updating GISF budget sheet with monthly expenditure
- Monitoring expenditure against budget and flagging any discrepancies

All HQ staff are expected to undertake the following general duties:

- Work within the framework of GISF and MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all GISF and MAG policies and procedures and keep informed of GISF activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Proven administrative experience and ability to work proactively in a similar role.
- Experience in working with colleagues and contacts who are based off-site
- Experience in negotiating, liaising, collaborating and working with senior level colleagues

Essential Skills and Knowledge

- Excellent communication and interpersonal skills, ability to build effective working relationships and deal appropriately with key contacts at all levels both internally and externally.
- Proficient in MS Office (Outlook, Word, Excel and PowerPoint).
- Ability to ensure confidentiality is adhered to, and information is dealt with appropriately.
- Working autonomously as well as supporting team colleagues where appropriate.
- Ability to exercise good judgement, show initiative and be proactive.
- Ability to work well in a busy environment, with competing priorities.
- Excellent organisation and time management skills.
- Strong attention to detail and commitment to high quality work.
- Ability to accurately collate and present information and data in different formats for a variety of different audiences.
- Excellent written and spoken English

Essential Aptitude

- Ability to prioritise, focus and manage competing expectations within a large stakeholder group.
- Ability to work diplomatically and sensitively in political environments
- Demonstrable commitment to the GISF's vision
- High levels of integrity and openness with commitment to good governance

Desirable

- Prior experience with humanitarian coordination mechanisms
- Understanding of charities/NGO accountability processes.
- Knowledge of Salesforce
- Proficiency in a second language (French, Spanish, or Arabic preferred).

Signed employee:	**Date:**
Signed manager:	**Date:**