



The Red Cross Red Crescent Climate Centre is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme-weather events on vulnerable people.

The Climate Centre consists of an enthusiastic team that guides a growing network of colleagues from all over the world in integrating climate risks into their work. The Climate Centre works closely with the Netherlands Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC) in Geneva.

Due to a temporary expansion of the support team at the Climate Centre, we are immediately looking for an:

Secretary and business support (32 hours per week / one year)

The candidate will be working from the Climate Centre office in The Hague (NL), pending covid measures. Envisaged start date is as soon as possible.

Job description:

- General administrative support for the team
 - Contract administration for consultants, junior researchers and service providers
 - Focal point for email accounts and software access
 - Support calendar management for the Climate Centre Director
 - Support the organization and preparation of board meetings and office meetings
 - Maintain holiday calendar for team
- Social media
 - Facebook and LinkedIn postings, copied from twitter and website
 - Basic website maintenance
- Travel & meetings/events
 - Organize, coordinate, plan other international meetings & events
 - Support and coordinate travel bookings (flights, hotels, taxi's etc.)

Requirements:

- Accurate, proactive
- Administration, secretarial skills
- Outlook, Sharepoint, Word, Excel, Exact
- Excellent level of English, both written and business conversation
- Work and residency permit for the Netherlands

We offer:

A flexible and people-oriented working environment with room for initiative and development. We offer a contract for 1 year, with a salary in scale 7 (min. 3027,04 and max. 3404,91 euro gross salary per month, based on a full time position), Climate Centre salary scale. All additional benefits are as per the Collective Labor Agreement of the Netherlands Red Cross.

How to apply:

We would like to receive your application (CV and motivation letter in English) addressed to Olette Manhoudt, HR officer at the Climate Centre by 2nd of December 2021 through this [link](#).

Interviews will be held in the week of 6 December 2021.

An assessment and reference check can be part of the selection process.

For further information about the position, please contact the Climate Centre at HR@climatecentre.org. For more information about the work of the Red Cross Climate Centre, visit www.climatecentre.org and www.redcross.nl.

Twitter: @RCClimate

Facebook: @climatecentre

LinkedIn: Red Cross Red Crescent Climate Centre

Acquisition as result of this vacancy is not appreciated