



Goutte d'eau

a child support network

Goutte d'eau – a child support network

is a Swiss foundation which provides active support for self-help for disadvantaged children and their families in Cambodia. Since its foundation in 1996, Goutte d'eau has established aid projects in three different locations which are now managed by Cambodians.

From 1 September 2010, or by agreement, we are looking for the following member of staff for our office in Geneva

Part-time administrator (40 - 50%)

Your profile

- You have a business school diploma and are experienced in dealing independently with all types of office task
- You possess a very good command of English and French (oral and written negotiation skills); a good oral command of German is also desirable
- You have an open, proactive and communicative personality
- You enjoy taking responsibility and are used to working independently
- You are interested in development cooperation and would be pleased to find a really meaningful occupation in this field
- Age: from 30

Your responsibilities

- You will act as a point of contact and communication manager for Goutte d'eau Switzerland (foundation board and donors) and be responsible for contact with our Technical Advisors in Cambodia and with the partner organisations
- You will ensure meticulous and structured office administration
- You will be responsible for fundraising and maintain contact with existing donors, as well as promoting the acquisition of new donors
- By prior agreement, you will be responsible for coordinating advertising and fundraising activities
- You will work closely with our office in Zürich - Erlenbach

We offer

- A varied field of activity in a humanitarian environment which brings inner satisfaction
- Fixed working hours desirable, subject to coordination, preferably in the mornings
- We would be pleased to discuss all additional details important to you in a personal interview

Please send your written application to: zurich@gouttedeau.org