

## **OPERATIONS ADMINISTRATOR**

### **Position Description**

**Work schedule: 40 hours per week (incl. 30 min break each day)**

**Location: The Hague**

**Job grade: 10**

**Salary range: EUR 2419-3024 (40 h/week)**

### **Our Vision**

ICM envisions a world where every childbearing woman has access to a midwife's care for herself and her newborn.

### **Our Mission**

To strengthen midwives' associations and to advance the profession of midwifery globally by promoting autonomous midwives as the most appropriate caregivers for childbearing women and in keeping birth normal, to enhance the sexual, reproductive, maternal, newborn and adolescent health of women and gender diverse people.

### **Purpose and Scope of the Position**

The Operations Administrator supports core organisational functions that underpin ICM's work to actively strengthen midwives' associations around the world. With keen attention to detail, a proactive, flexible mindset and a passion for efficient operations, this role is key to maintaining and building on the organisation's operations.

### **Role Specific Responsibilities**

Reporting to the Head of Organisational Projects and working both within the Operations & Finance team, as well as the Office of the Chief Executive team, the key responsibilities of the Operations Administrator are:

## Meeting Support

- In collaboration with ICM's Chief Midwife, coordinate ICM's Regional Meetings (twice per year), including scheduling, communication to ICM Member Associations, support Board Members and Head Office Regional Teams with agenda preparation, and translation of meeting documents.
- Prepare or support other meetings as required including scheduling, agendas, logistics, minute taking and tracking actions.

## Finance Administration

- Supplier Onboarding - set up new supplier accounts in the system and verify bank details.
- Accounts Payable - check invoices for accuracy and enter invoices into the accounting system.

## Translation and Interpretation

- Coordinating the translation of documents, materials and interpretation for meetings and events.

## Travel

- Review travel requests in line with travel policy and field security policy. Liaise with travel agency and arrange travel insurance and visa arrangements as needed.

## Organisational support

- Responsible for creating and maintaining the log of organisational policies, processes, and templates including the systematic recording of updates, tracking renewal and review dates and highlighting accordingly.
- Support the coordination of interviews, training, induction plans, and other HR administration.
- Provide other administrative support to the Office of the Chief Executive and Operations & Finance teams.

## Person Specification

The following requirements will be measured as part of the assessment and selection progress:

## **Education & Qualifications**

- A Bachelor's or Master's degree
- Fluency in English (ICM's working language).

## **Experience and Knowledge**

- Experience in a support or administrative role within a multicultural, multi-lingual and diverse organisation.
- Proficiency in MS Office (Excel, PowerPoint, Outlook)
- Ability to manage multiple priorities accurately and with discretion
- Strong analytical, time management, and multitasking skills
- Commitment to gender equality and diversity
- Excellent written and verbal communication skills

## **Desirable Requirements and Skills**

- French, Spanish or Dutch language skills

Candidates must be based in the Netherlands and eligible to work.