

Career Opportunity with the IAIS – Administrative Officer

The International Association of Insurance Supervisors (IAIS) is the global standard setting body for insurance supervision. Our mission is to promote effective and globally consistent supervision of the insurance industry for the benefit and protection of policyholders and to contribute to global financial stability. We are an independent association of more than 200 insurance supervisors covering 97 percent of the world insurance market, and we are hosted by the Bank for International Settlements.

We are inviting applications for the position of administrative officer.

By joining the IAIS

You will be part of an international team supporting IAIS global projects and activities, ranging from risk assessment, standard setting to supporting and assessing implementation. You will be part of a small secretariat team of highly motivated individuals, who together function as a point of contact for IAIS members (insurance supervisors), its committees, subcommittees and stakeholders.

Job description

In this role, as part of the Operations Team, you will provide operational and administrative support, which includes the following primary activities:

- Carrying out office and administrative tasks
- Assisting Senior Management Team and/or Senior Policy Advisors in their duties, eg in business travel arrangements
- Organise and coordinate logistical aspects of in-person, hybrid and virtual meetings preparation including planning, room booking, registration forms, room set up, virtual tools set up, assisting Secretariat colleagues and participants
- Reviewing and editing written material (including presentations, publications), including proofreading and ensuring that all documents follow IAIS formatting standards
- Assisting with disseminating documents with IAIS Members, eg uploading documents on IAIS restricted and public websites
- Assisting with administrative aspects of consultations, surveys or written procedures
- Responding to IAIS Members' logistical requests
- Maintaining and updating databases and information tools
- Performing any other relevant work as assigned or delegated by your Line Manager, and provide cover and back-up for similar administrative functions.

Job requirements

The following are the core requirements for this role:

- Proven experience in administrative tasks and in meeting organisation (both in-person and virtual or hybrid) and/or providing administrative support to projects
- High level of proficiency in Microsoft Office applications (word-processing, but also spreadsheet, e-mail, presentation and database software), internet tools, Microsoft SharePoint and virtual meeting tools such as Webex.
- Good organisation and time management skills, accuracy and attention to detail

- Passion, drive and energy to achieve agreed objectives in a structured and transparent manner.
- Ability to work constructively with colleagues from a wide variety of backgrounds and nationalities within the Secretariat and within the IAIS Membership
- Excellent command of English language (written and spoken)
- Ability to communicate effectively both internally with team members and externally with insurance supervisors and representatives from national and other international organisations.
- Skills in at least one of the other two official IAIS languages (French, Spanish) will be a plus.

Who we are

The IAIS is a diverse organisation with colleagues from many countries. By joining us in the international city of Basel, you will work in a unique, highly rewarding, and international work environment. We truly value diversity and inclusion and want to reflect the world we serve. We want the best people to work for us in an inclusive environment so welcome applications from all qualified candidates. We value equity and diversity in all its forms and one way we support diversity and inclusion is through our staff-run networks.

What we offer

The position is based in Basel, Switzerland. We offer attractive employment conditions. The salary will be paid free of Swiss income tax. The contract term is for three years with the possibility of extension. A relocation package will be offered to the successful candidate. You will benefit from working in an international environment that offers flexible, hybrid working options, with a blend of onsite work from our central office location in Basel and working from home.

To apply, please click [here](#).

Questions? Please send a message to IAIS.Recruitment@bis.org.

Closing date for completed applications: 24 July 2023.