



Vacancy Announcement

OPERATIONS OFFICER

September 2026

Location:	Geneva, Switzerland
Starting date:	15 October 2026
Work rate:	50%
Duration:	6 months, with possibility of extension
Contract:	Fixed-term staff employment contract
Application deadline:	Friday 2 October 2026

About Aroha

Aroha is an independent, international non-profit organization, established with its seat in Geneva in 2017 and operating worldwide. Aroha works to avert climate chaos by mobilizing action towards limiting global warming to 1.5°C, enhancing protection of vulnerable communities and ecosystems, and maximizing the benefits of the transition to a climate-resilient future.

Aroha advances these objectives through a combination of policy-linked analytics, international policy and diplomatic engagement, program development and implementation, strategic partnerships, and global communications. Aroha is a small and agile organization, working from its Geneva base with a compact core team and a large global network of collaborators and partners.

The Role

Reporting to the Executive Director, the Operations Officer will support operations of Aroha's principal program and related core institutional administration. Working closely with the Executive Director and Aroha's external administration and operations support partners, the role will help ensure the effective day-to-day coordination of program activities and organizational operations.

Responsibilities include, but are not limited to:

- **Meetings, events and missions:** coordinate meetings, events and missions involving Aroha's team, partners, diplomatic counterparts, Board and leadership, including participant liaison, meeting documentation, travel and logistical arrangements;
- **Partner and donor administration:** support recurring partner coordination and donor and grant administration, including contracts and agreements, reporting calendars, deadlines and supporting documentation;
- **External administration and procurement:** liaise with Aroha's external administration providers and auditors, and support routine procurement, supplier, payment and expense administration;



- **Personnel administration:** support recruitment, onboarding and routine personnel administration, as well as Aroha's institutional policies, procedures and standard forms;
- **Correspondence, records and systems:** manage administrative correspondence, official mail, records, shared files and other day-to-day operational requirements; and
- undertake other operational, organizational or administrative tasks as required.

Your Profile

- Bachelor's degree in operations, business or public administration, human resources, international relations or a related field; Further relevant tertiary-level study in international affairs/relations, international development, public policy, human rights, environmental studies, climate change, or related fields is an asset.
- Approximately 2–5+ years of relevant experience in operations, administration or project support, preferably in a non-profit organization, international organization, diplomatic representation or comparable international/charitable environment;
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities and deadlines independently;
- Proficiency in Microsoft Office and Google Suite; familiarity with digital administration and collaboration platforms is an asset;
- Excellent interpersonal and communication skills, with the ability to work effectively in a small, collaborative and international team;
- Fluency in English and professional working proficiency in French are required; knowledge of an additional UN language is an asset.

Our Values

Aroha is				
Cause-obsessed	Imaginative	Fearlessly independent	Team-powered	Open

Our values are central to how we work, and we seek colleagues who share them. Aroha is an equal opportunities employer committed to diversity and inclusion.

How to Apply

Complete the application form <https://forms.gle/3aJ8SiY9rn2EPejp8> by Friday 2 October 2026. Compensation will be determined in relation to experience and Aroha's non-profit salary scale.

For any questions, please contact applications@aroha.ngo
