

Terms of Reference

Executive Assistant to the Executive Director

Forum on Trade, Environment & the SDGs (TESS)

The Organization

The Forum on Trade, Environment & the SDGs ([TESS](#)) is a leading initiative housed at the Geneva Graduate Institute. At TESS, we believe trade can be part of the solution to the world's most pressing environmental and sustainable development challenges. We bring together people, ideas, and perspectives from across the trade, environment, and sustainable development communities to build bridges, spark new thinking, and turn evidence into meaningful policy action. We create the space for inclusive dialogue, foster international cooperation, and help shape practical solutions for a trading system that works for people and the planet. Joining TESS means becoming part of a dynamic, collaborative team working at the heart of these global conversations, transforming ideas and dialogue into meaningful action and helping to make a difference where it matters.

The Position

We are looking for a highly organized and proactive Executive Assistant to support our [Executive Director](#). In this full-time role, you will manage schedules, coordinate meetings, prepare documents and presentations, support stakeholder engagement, and help ensure the smooth day-to-day functioning of the Executive Director's office.

This role requires exceptional organizational skills, sound judgment, political awareness, and strong writing abilities. Based in Geneva, you will also have the opportunity to work closely with senior leaders and international partners in a dynamic and international environment.

Core Functions and Responsibilities

1. Executive Support

- Manage the Executive Director's calendar, priorities, and workflow.
- Coordinate communication between the Executive Director and internal teams, including information required for decision making, organizational planning, governance processes, donor engagement, and reporting.
- Track actions and follow up on key decisions and deadlines.
- Maintain systems and processes that ensure high standards and responsiveness.

2. Meeting and Event Coordination

- Organize internal and external meetings.
- Prepare meeting briefing packages, including agendas, briefing notes, presentations, and meeting materials.
- Take notes during meetings and follow up on action points when needed.
- Support participation in conferences, events, and high-level engagements.

- Accompany the Executive Director to meetings and events when required, take accurate notes, prepare summaries, and coordinate follow-up actions.
- 3. Communication & Stakeholder Engagement**
- Draft and manage Executive Director correspondence and emails as required.
 - Liaise with partners, donors, government representatives, and international organizations.
 - Help maintain strong relationships with key stakeholders.
 - Coordinate the preparation of speeches, talking points, presentations, and other materials required for the Executive Director's engagements.
- 4. Administrative Support**
- Manage travel arrangements, accommodation bookings, and related administrative processes, in accordance with Geneva Graduate Institute policies.
 - Prepare and process expense claims and supporting administrative documentation.
 - Maintain records and filing systems.
- 5. Other Duties**
- Undertake additional responsibilities and special assignments as requested by the Executive Director consistent with the level and purpose of the position.

Required Qualifications and Experience

Education

- Master's degree in International Relations, Political Science, Public Policy, Law, Economics, Sustainable Development, Communications, Business Administration, or a related field.

Experience

- Minimum five years of progressively responsible professional experience supporting senior executives or leadership teams.
- Experience in an international organization, NGO, think tank, academic institution or similar environment.
- Experience managing complex schedules, priorities, and stakeholder relationships.
- Experience coordinating participation in high-level meetings and international events, including managing accreditation and registration processes.
- Experience drafting executive correspondence, briefing materials, reports, and presentations.
- Experience interacting with senior government officials, diplomats, donor representatives, and international organizations is an asset.

Competencies

- Outstanding organizational and administrative skills.
- Excellent written and verbal communication skills in English and French.
- Ability to work independently, manage multiple priorities, deliver under pressure, and stay accountable for results.
- Proactive, solution-oriented, with strong problem-solving capabilities.
- Strong interpersonal skills and collaborative mindset.
- Sound judgement, diplomacy and discretion.

- Attention to detail

Values and Ways of Working

- Commitment to professionalism, integrity and respectful collaboration.
- Commitment to fostering an inclusive workplace and valuing diversity of perspectives, backgrounds and experiences.
- Genuine interest in contributing to an organisation focused on generating positive change and sustainable development outcomes.

Working at TESS

TESS is committed to building a diverse and inclusive team and welcomes applications from candidates of all backgrounds and nationalities. We strive to foster a workplace where colleagues feel respected, valued, and empowered to contribute their unique perspectives and talents. We are looking for a dynamic, proactive, and adaptable individual who thrives in a fast-paced, collaborative environment and is excited to contribute to meaningful change. The ideal candidate will be motivated and inspired by TESS's mission (<https://tessforum.org/about>).

How to Apply

Interested applicants are invited to submit a current CV and a letter of interest to info@tessforum.org, clearly indicating "Executive Assistant Position" in the email subject line by **Monday, 5 October 2026**.

*Note: This is a full-time position based in Geneva, Switzerland. Applicants must hold a Swiss passport or a valid Swiss work permit.