Global Antibiotic Research & Development Partnership

Job Title:	HRIS Implementation Trainee

Grading:	S0	Direct Reports:	0
Work Location	Geneva	Travel Required:	

The Global Antibiotic Research and Development Partnership (GARDP) is a not-for-profit research and development (R&D) organization accelerating the development and access of treatments for drug-resistant infections that pose the greatest threat to health. GARDP was created by the World Health Organization (WHO) and the Drugs for Neglected Diseases initiative (DNDi) in 2016 and legally founded in 2018 to ensure that everyone who needs antibiotics receives effective and affordable treatment. GARDP works with partners to address the most urgent threats to public health, particularly in low- and middle-income countries (LMICs), by developing treatments for sepsis in children and newborns, serious bacterial infections in adults, and sexually transmitted infections.

Description

Overall Purpose:

We are seeking a motivated and detail-oriented individual to assist our HR Business Partner with the implementation of a new HRIS (Human Resource Information System). This position is ideal for someone with a strong background in Excel, keen attention to detail, and a passion for streamlining HR processes.

Tasks and Responsibilities (job specific to be completed by manager):

- Assist in the collection and entry of core data into the HRIS template.
- Ensure accuracy and completeness of data inputs.
- Analyze staff data and provide insights to support decision-making.
- Identify opportunities to improve data precision and streamline HR processes.
- Collaborate with the HR team to ensure smooth implementation and data migration.

Reporting line

- He/she reports to HR Business Partner

Job Requirements

Skills and Attributes

- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Clear and systematic thinking that demonstrates good judgment and problem solving competencies
- Well organized and structured
- Good analytical skills
- Ability to contribute to the project delivery under supervision
- Ability to manage small projects if delegated by upper levels with close supervision

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Experience

- Currently pursuing or recently graduated with a degree in HR, Business Administration, Business Analysis or a related field.
- Mastering or Proficiency in Microsoft Excel (advanced formulas, data manipulation, and analysis, pivot table).
- Strong attention to detail and accuracy.
- Analytical mindset with a proactive approach to problem-solving.

Education

- Graduate university degree

Other Requirements

- Fluency in English
- Proficiency in local language desirable
- Good knowledge of Microsoft Suite

Application

- **gardphr@gardp.org**