



People of Action

Rotary is a global network of 1.2 million neighbours, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves. Rotary’s members hail from more than 200 countries and geographical areas. For more than 110 years, Rotary’s people of action have used their passion, energy, and intelligence to take action on sustainable projects. From literacy and peace to water and health, we are always working to better our world, and we stay committed to the end.

Rotary’s Commitment to Diversity

As a global network that strives to build a world where people unite and take action to create lasting change, Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socio-economic status, culture, sex, sexual orientation, and gender identity.

The Europe/Africa Office, situated in Zurich, is part of the Rotary International Secretariat with its headquarters in Evanston, Illinois/USA. Our mission is to provide efficient and high quality service to Rotarians in Europe and Africa and support them in attaining the objectives of Rotary.

Our Club & District Support Team in Zurich has an opening for a

Regional Advisor (100%)

Africa & The Middle East

Your Duties

As a Regional Advisor you will be member of a team and act as a contact person for Rotarians from the assigned regions. You will provide information and guidance to clubs and districts on various administrative issues, e.g., internal procedures, publications, membership online tools, interpretation of policy, district budget allocations as well as other Rotary International programs and activities. As the membership in the African region is growing fast, there will be tasks pertaining to the organisation of new clubs. In addition, you will be part of internal workgroups aimed at maximizing our effectiveness. You will become a knowledge resource on Rotary in your assigned regions, with the ability to support Rotary’s strategic priorities and objectives. You will also develop material for different training events and make presentations to Rotary Leaders. Travel to the assigned regions can be expected about twice per year. (This role does not entail any direct or local support to Rotary clubs’ projects).

Are you the Regional Advisor we are looking for?

As our ideal candidate you can relate to the following Self-Leading Attributes:

Communication – You are open to receiving ideas from diverse viewpoints and able to communicate messages so that they are universally understood

Presence – You are able to demonstrate composure and confidence and display a professional presence

Productivity – You strive to produce consistently excellent results that will help Rotary achieve its goals

Adaptability – You respond to changes with a positive attitude and recognise when to adjust based on the situation

What you bring

- A Bachelor's degree or equivalent work experience
- At least 3-5 years experience in a customer service role
- Proficiency in **English** and **French** are essential
- Highly structured and well-organized person who knows how to set priorities with a firm commitment to providing outstanding customer service
- High team-spirit with the appreciation of working independently
- Ability to establish cordial working relationships with Rotary leaders and colleagues
- Excellent communication skills (written and oral), including public speaking
- Excellent MS Office skills
- Keen interest in, and familiarity with the culture of the assigned regions

What we offer

Passion and engagement abound at Rotary International. In exchange for hard work and dedication, our employees are rewarded with flexible schedules, comprehensive benefits and an interesting job opportunity in an inspiring international environment within one of the world's principal service organizations.

Come and join us – submit your application in English [online](#) and include a motivation letter, your curriculum vitae and at least three reference letters. Kindly note that only direct applicants will be considered, and that we are unable to offer any kind of visa or work-permit sponsorship for this role.

Contact

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Visit www.rotary.org to learn more.