

Job Vacancy: Administrative and Statutory Affairs Manager

Job location: Brussels, Belgium

Start date: as soon as possible (first half of March 2019)

Type of contract: open-ended contract (CDI)

The Secretariat of the Eastern Partnership Civil Society Forum is looking to fill in the position of Administrative and Statutory Affairs Manager. The Manager performs a wide variety of professional level administrative duties involving procedures, organization, planning, contracts, systems, policies, equipment and supplies, personnel and special projects. Reporting directly to the Director of the Secretariat, he/she serves as principle point of administrative contact and liaison with internal and external constituencies on the administrative and procurement matters.

Duties and Responsibilities

Event and project management (45%)

- Organisation of the statutory meetings of the EaP CSF and other events: Steering Committee meetings (4/year), Working Groups meetings (4-5/year), Annual Assembly, as well as other events of the EaP CSF including events in Brussels, other EU MSs capitals and in the EaP countries (3-4/year);
- Liaising with contractors/service providers to ensure that the events are organised in accordance with the terms of references;
- Developing concepts and agendas for some events and projects and ensuring their smooth implementation;

Life of the Forum and statutory matters (20%)

- Managing and keeping up to date the Membership database and members' mailing lists;
- In cooperation with other members of the team, managing the procedure of nominating Forum representatives to a number of official Eastern Partnership events;
- Ensuring that the organization complies with any legal requirements stemming from its registration as an NGO under Belgian law (such as *Moniteur belge*, etc);
- Serving as a point of contact for questions from members and externally regarding internal regulations and procedures, and ensuring that all internal processes are in compliance;

Procurement and office management (20%)

- Initiating development of procedures and systems which ensure productive and efficient office operation;
- In cooperation with Finance and Grants Manager ensuring that the procurement rules of the EaP CSF and the donors are observed;
- Serving as the primary point of administrative contact and liaison with service providers (travel agency, hotels, catering services, etc);

- Carrying out all Secretariat's purchasing activities;
- Together with Finance and Grants Manager, preparing contracts and liaising with contractors and consultants to ensure satisfactory delivery of services;
- Overseeing non-expendable property, supplies and materials;

HR management (10%)

- Supporting the Director in identifying legal requirements and Belgian reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance;
- Supporting the Director in recruiting employees/interns to fill vacant positions;
- Planning and delivering induction sessions for new staff and interns;
- Supervising one intern;

Other (5%)

- GDPR officer duties;
- Any other duties as may be assigned or required.

Required Skills and Experience

- Master's degree in International Management, Business Administration, International Affairs or related field;
- Minimum of 3 years of general administration experience in a similar position, including event and office management, preferably in an international environment;
- Knowledge of and interest in the Eastern Partnership countries and the EU policies vis-à-vis EaP countries;
- Experience in developing office and/or NGO procedures and regulations;
- Knowledge of office management and human resources administration principles and practices;
- Knowledge of procurement procedures of the European Union;
- Skills in using database management, word processing, spreadsheet, and presentation software;
- Language skills:
 - Excellent written and spoken English;
 - Good level of one of the official languages of Belgium (French or Dutch);
 - Preferably some knowledge of Russian;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Ability to work under minimal supervision with high level of resilience;
- Good team player with strong inter-personal skills;
- Strong attention to detail;
- Holding the legal permission to work in Belgium (the Secretariat is not in a position to assist with obtaining the permission to work in Belgium).

What we offer:

- An interesting and challenging role;
- Space for development of new ideas;
- Excellent networking opportunities;
- Attractive remuneration;

- Being part of a small, friendly, dynamic and international team in the heart of the Brussels EU district.

Applications and interviews

CV and motivation letter should be sent to admin@eap-csf.eu by 20 February 2019 with the reference: “Administrative and Statutory Affairs Manager”. The applications will be reviewed on the rolling basis starting the date of the publication of the vacancy. Only candidates selected for interview will be contacted.

More Information

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms.

For more information, please visit the EaP CSF website at www.eap-csf.eu.