



Job Description

OPERATIONS AND ADMINISTRATION OFFICER (Part-time)

1. End FGM European Network

The End FGM European Network (End FGM EU) is an umbrella network of 30 national organisations working in 14 European countries and who are expert on Female Genital Mutilation (FGM). End FGM EU operates as a meeting ground for communities, civil society organisations, decision-makers and other relevant actors at European level to interact, cooperate and join forces to end all forms of FGM in Europe and beyond. We put at the heart of our work grassroots voices to influence European governments and policy-makers to work towards the elimination of FGM. We build our members' capacity, offer spaces to share expertise and develop partnerships.

While being dedicated to being the driving force of the European movement to end FGM, we are equally committed to build bridges and cooperation with all relevant actors in the field of FGM both in Europe and globally. In this sense, we actively promote and foster cooperation between the European movement and movements in other regions of the world

2. The role

End FGM EU is looking for a part-time Operations and Administration Officer to be responsible for the Network's daily operations and administration.

The Operations & Administration Officer reports to End FGM EU Director and their role will be to support the management of the daily operations and administrative systems and procedures, and providing advice on financial and administrative matters.

3. Job description

Main duties and responsibilities:

- General administrative support to the Director;
- Support with financial tasks (e.g. invoicing, follow-up of the receivables, preparation of payments);
- Develop and monitor the annual budget in liaison with the Director;
- Handling office management-related tasks (e.g. logistical matters, office supplies, mail);
- Support for HR processes and the administration of payslips and salary payments;
- Develop and update the organisations financial and operations procedures in liaison with the Director;

- Other administrative activities related to the funding received from the European Union and other funders;
- Assisting in the organisation of events;
- Support the Director with tasks related to membership and governance of the organisation;
- Support in the application of social regulations and legal obligations within the organisation.

Reporting Line

The Operations and Administration Officer will report to the Director.

4. Knowledge, skills and abilities

The ideal candidate will have proven experience in a dynamic organisational environment. This post might suit a candidate wishing to balance work with study or other commitments.

Essential:

- Finished secondary education or vocational training (preferably accounting or management);
- Higher education in a relevant field (i.e. Accounting, Finance, International Management, Business Administration...) is an asset;
- A commitment to women's rights;
- Enjoys administrative and operations work;
- 2 years' experience in a similar position, preferably in the non-profit sector;
- Experience in managing administrative work, including budgetary aspects of a complex project;
- Experience in administrative or logistical positions;
- Professional fluency in oral and written English and French;
- Exceptional verbal and written communication skills;
- Excellent organisational skills;
- Multi-tasking, with proven ability to prioritise and deal with multiple tasks;
- Confident command of MS Office and Excel;
- Task-oriented and attention to detail;
- Discreet

Desirable

- Experience in project management, especially in EU funded projects;
- Knowledge and understanding of the Belgian system is a very strong asset;
- Comfortable with online meetings and team cooperation platforms (zoom, doodle, MS teams), project management tools and other day-to-day informal communications.

5. Package offered

- This is an opportunity to work in a dynamic network interacting daily with organisations passionately committed to women's rights and ending FGM;
- An excellent opportunity to develop operations and administrative experience;
- A flexible work environment and a space to develop and challenge yourself;
- Benefits such as comprehensive health insurance, meal vouchers, compensation for public transport, holiday pay and 13th month);
- Indefinite contract;
- 19 hours/week (2.5 days preferably).

If interested, please apply by sending a CV and a motivation letter in English to awidegren@endfgm.eu by 15 May 2021 (23:59 CEST).

RECRUITMENT POLICY

Anti-discrimination

All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disabilities, or chronic illness.

Work permit

All applicants must have the right to reside and work in Belgium.