



## **CALL FOR SENIOR PROJECT OFFICER JOB DESCRIPTION**

### **End Female Genital Mutilation European Network**

#### **Brussels, Belgium**

We are looking for a highly motivated and experienced individual to join us as a Senior Project Officer of End FGM European Network and lead our projects.

#### **About the End FGM European Network**

The End FGM European Network (End FGM EU) is based in Brussels and brings together 39 national organisations working in 16 European countries who are experts 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 policymakers to work towards the elimination of FGM. We build our members' capacity, offer spaces to share expertise and develop partnerships. While 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.

It is estimated that over 600,000 women and girls are living with the consequences of FGM in Europe and a further 190,000 girls and women are at risk of undergoing the harmful practice in 17 European countries alone, contributing to the 200 million women and girls affected by the harmful practice worldwide.

#### **Our Vision**

A world free of all forms of Female Genital Mutilation (FGM) where women and girls are empowered and can fully enjoy their human rights.

#### **Our Mission**

To be the driving force of the European movement to end all forms of female genital mutilation (FGM), joining the forces of communities and civil society organisations, and building synergies and cooperation with all relevant actors in Europe and globally.

For more information: [www.endfgm.eu](http://www.endfgm.eu)

#### **Role**

End FGM EU is looking to recruit the role of Senior Project Officer to oversee the successful planning, implementation, and delivery of our projects, mainly funded by the EU. The ideal candidate will have a strong background in project management and EU project applications. The position is based in Brussels, Belgium and would be reporting to the Director of the Network.

## Main Responsibilities

- Manage a portfolio of EU-funded projects to completion, ensuring they are delivered on time, within budget, and to the required quality standards;
- Develop and maintain project plans, including timelines, budgets and resource allocation, to ensure the successful implementation of the project objectives;
- Coordinate project activities and liaise with project partners and stakeholders, to ensure effective communication and collaboration;
- Identify & manage project risks and issues, implementing appropriate mitigation strategies where necessary;
- Provide regular project updates to Director & Board and project partners, highlighting significant issues or risks affecting project delivery;
- Lead project coordination internally with relevant team members and motivate team members to achieve project objectives, ensuring effective communication and collaboration within the team;
- Develop and maintain strong relationships with project partners and stakeholders, fostering a culture of partnership and collaboration;
- Manage project finances, including budget tracking, forecasting and reporting, ensuring that project resources are utilized efficiently and effectively;
- Constantly review and assesses opportunities within EU calls for project applications;
- Manage and coordinate EU project applications & co-funding applications;
- Contribute to team exercises, Network events, organisational wellbeing and organisational development where necessary.

## Experience and Skills

### Essential:

- A minimum of 2/3-year project management experience of working in the EU civil society sector;
- Proven track record of successful project grants & applications;
- Excellent project management skills, including planning, budgeting, risk management and stakeholder management;
- Excellent communication and interpersonal skills, with the ability to build strong relationships with project partners and stakeholders;
- A university degree or equivalent experience in human rights, political science, gender studies or any other specific field relevant to End FGM EU's work and/or relevant working experience;
- Professional fluency in oral and written English;
- Strong analytical and problem-solving skills, with a keen eye for detail;
- Ability to think and plan strategically, and to break projects into defined tasks;
- Ability to work to a high standard, managing stress effectively whilst prioritising multiple tasks and competing deadlines.

### Desirable:

- Understanding of debates on FGM, violence against women and girls (VAWG) and gender issues;
- Experience in running events or meetings;
- Knowledge of the EU institutions and understanding of EU landscape;
- Experience of transnational coordination work with member organisations
- A working knowledge of French and other EU languages are an asset.

### **Behaviours:**

- Demonstrated commitment around women's rights and gender equality

- Passionate and enthusiastic attitude
- Team-oriented, versatile, personable and flexible
- Highly driven and can work independently
- Works collaboratively and listens actively to the views of those involved
- Intercultural understanding, non-discriminatory attitude and open-mindedness

## What we offer

- This is an opportunity to work in a dynamic network interacting daily with organisations passionately committed to women's rights and ending FGM;
- Location: Brussels, Belgium (with some home-working);
- Full time contract 38h/week;
- This is a fixed-term appointment for one year, with the possibility of renewal to a CDI;
- A competitive monthly salary according to our salary scale and the candidate's experience, coupled with various benefits:
- In addition to the salary we offer benefits such as meal vouchers, contribution to transport, additional 5 days of holiday & closure of the office in Dec/Jan, working from home allowance, internet allowance, 13th month and hospital insurance.

## 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, disability or chronic illness.

### Work permit

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

### Volunteering

- Any relevant volunteering experience can be considered equal to any other professional experience.

### FGM Affected Communities

- People from FGM-affected communities are especially encouraged to apply.

If interested, please apply by sending a CV, and a completed **application form** in English to [awidegren@endfgm.eu](mailto:awidegren@endfgm.eu) by the **7<sup>th</sup> of January 11:59pm CET**.