

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum is accepting applications for the vacancy of Administrative Manager

Job location: Brussels, Belgium

Start date: March 2016

Time period: until 31 December 2016 with a possibility of extension

The Secretariat of the Eastern Partnership Civil Society Forum is looking to fill in the position of **Administrative Manager** (part-time 80 per cent – to be confirmed). The Manager will perform a wide variety of professional level administrative support duties involving procedures, organization, planning, contracts, facilities, systems, equipment, supplies, budgets, policies, 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:

Procurement and office management (30 per cent)

- Oversees and administers the day-to-day activities of the office and initiates the development of policies, procedures, and systems which ensure productive and efficient office operation.
- Ensures that the procurement rules of the donors are observed;
- Serves as the primary point of administrative contact and liaison with suppliers, Forum members, and other organisations;
- Carries out all Secretariat's purchasing activities; ensures satisfactory delivery of goods or services;
- Prepares contracts and liaises with contractors and consultants to ensure satisfactory delivery of services;
- Exercises control over non-expendable property, supplies and materials;
- Manages travel arrangements with the travel agency.

Event management and project management (40 per cent)

- Responsible for the planning and management of the events of the EaP CSF including the Working groups meetings, the general assembly, Steering Committee meetings, and public events in Brussels, other EU MSs capitals and in the EaP countries;
- Develops events'/projects' concepts and agendas and ensures their smooth implementation;
- Liaises with contractors/service providers to ensure that the events are organised in accordance with the terms of references;
- Together with Finance Manger plans and monitors events and office expenditures

HR management (10 per cent)

- Identifies legal requirements and Belgian reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Supports the Director in recruiting the employees/interns to fill vacant positions, including developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- Liaising with the social secretariat on personnel matters and keeping track of personnel leaves and hours;
- Planning and delivering training - including inductions for new staff;
- Supervising intern/s.

Other

- Performs 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 5 years of general administration experience in a similar position, including event and office management, preferably in an international environment;
- Strong understanding of compliance with grants regulations and procurement procedures of the European Union;
- Good knowledge of and interest in the Eastern Partnership countries and the EU policies vis-à-vis EaP countries;
- Excellent knowledge of English and preferably good command 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
- be methodical, accurate and organised;
- Skill in developing and implementing new projects, strategies and procedures.
- Knowledge of office management principles and procedures.
- Skills in the use of database management, word processing, spreadsheet, and/or presentation software.
- Knowledge of human resources administration principles and practices.

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 applications@eap-csf.eu by midnight CET the 23rd of March 2016 with the reference: "Administrative Manager". Only candidates selected for interview will be contacted. The interviews will be conducted in Brussels or via Skype in late March.

About the Forum and the Secretariat

The Eastern Partnership Civil Society Forum was established in 2009 and aims to support Eastern European countries' sustainable reform process with a view to accelerating their political association and economic integration with the EU. The Forum strengthens the diversity and plurality of public discourse and policymaking by holding governments and public authorities accountable to the commitments made in the joint declaration of the Prague Eastern Partnership summit, signed by the EU and the governments of the six Partner countries. See www.eap-csf.eu for further details.

The Secretariat of the Forum was registered in 2012 as an international non-profit organisation in Brussels, Belgium. The Secretariat serves as an information, coordination and expertise hub for the participants of the Forum, the bodies of the Forum, and stakeholders in Brussels and Eastern Partnership partner countries. It works to support the activities of the Steering Committee and enhance the visibility of the Forum.