

Call for European Secretary

MIJARC Europe is a non-governmental organisation for rural youth, by rural youth. We promote sustainable agricultural, rural and international development, European citizenship, youth policies, gender equality, environmental protection, interculturality and human rights. In line with our Christian values, we strive to implement and raise awareness about these issues and goals by facilitating inter-cultural non-formal learning opportunities and engaging in advocacy and partnership processes. Employing our methodology of 'see-judge-act', we encourage the participation of young people to build the Europe of tomorrow.

We are seeking to hire a resourceful person with strong administrative, financial and project management skills to fulfil the tasks of a Secretary General. This is a critical role primarily accountable for the effective running of the Secretariat of MIJARC Europe. To be successful in this role you should be passionate about working with and for rural youth and possess and an adaptable approach to work.

1. Job duration and conditions

Role: European Secretary

Reports to: Executive Board

Duration: 1 year contract with possibility of extension

Location: Office in Brussels (Rue de l'Industrie 10) with frequent travel in Europe.

Working time: full-time (38 hours per week)

Remuneration: 2135 EUR gross

Advantages: Meal vouchers (7 EUR/day)

2. Responsibilities

PROGRAMME MANAGEMENT

- Fundraising (monitor Donor portals, write project proposals);
- Project coordination (monitor the implementation of the projects, evaluation, narrative and financial report according to Donor requirements);
- Liaise with project partners and subcontractors on financial and contractual matters;

FINANCIAL MANAGEMENT

- Accountancy (monitor and maintain all financial records and data within agreed procedure of MIJARC Europe)



- Book-keeping and payments (process all invoices, expense claim forms, make timely payments)
- Yearly budget preparation together with the Treasurer

ADMINISTRATIVE MANAGEMENT

- Responsible for the effective functioning of the MIJARC Europe's office;
- Act as the first point of contact for external and internal enquiries to MIJARC Europe by phone and e-mail;
- Human resources (act as a connection between the Executive Board and other employees; maintain a permanent overview of the developed work of other staff/interns; manage the payrolls; support the Executive Board in the recruitment and induction of new employees)
- Ensure the legal management of the organisation;
- Organise and coordinate Statutory Meetings (logistics, communication with the participants, ensuring the meetings are following the Statutes of MIJARC Europe, taking minutes, preparing final reports)
- Provide support to the Executive Board in the implementation of the Strategic Objectives and the Action Plan;
- Offer support to the other Staff as requested;
- Represent MIJARC Europe in meetings with Donors, other organisations and external stakeholders when requested.

OTHER RESPONSABILITIES

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the organization, as may reasonably be requested by the Executive Board.

3. Profile

- Someone who is passionate about working with and for young people for improving the rural areas in Europe;
- Experience in international youth work/NGO work; Previous experience in a member organization of MIJARC Europe is an asset;
- Educated to a degree level;



- Excellent English communication skills (both written and oral), a good command of French or Dutch is a strong asset
- Excellent organisational, co-ordination and liaison skills and ability to organise meetings with stakeholders at all levels;
- Knowledgeable in project management techniques and methods, especially the EU and Council of Europe funds;
- Excellent verbal and written communication skills with the ability to set out and report information in a clear and structured manner;
- Highly numerate with good computer operating skills: especially Office 365 and collaborative work tools (Zoom, Slack);
- Experience of coordinating events, travel and logistics;
- Experience of delivering training to groups;
- Excellent attention to detail: able to remain focused while dealing with complex data-entry;
- Ability to manage time effectively, and work independently;
- Strong intercultural skills: able to work in multicultural teams;
- Strong Interpersonal Skills;
- Ability to work under pressure and to strict deadlines;
- Willingness to travel within Europe.

Other

- All applicants must have the right to live and work in Belgium

4. Application procedure

Please fill in the online form via this link: <https://forms.gle/GctmcUNytPrBEAPD9>
And send your CV (max 2 pages) in a PDF file to office@mijarc.eu and s.fromentin@mijarc.eu with the subject line "Application European Secretary_Name".

Closing date for applications: **Monday 18 October 2021 at 23:59 CET**

Selected candidates will be invited for a second selection phase for a written exercise. The final selection phase will be an online interview.

The successful candidate will start at the earliest convenient date. We reserve to close the call earlier if we find the right person for the post.

