CARE INTERNATIONAL AISBL BELGIUM

JOB DESCRIPTION

Position title: EU Funding Support Officer (EUFSO)
Location: CARE International Secretariat - EU Office, Brussels, Belgium
Supervisor: Senior EU Partnership and Compliance Advisor with dotted line to Finance Manager
Date/Contract type: As soon as possible, permanent contract.
Working time: Full time (5 days/week)

Background

CARE International is one of the world’s leading humanitarian and development International Non-Governmental Organizations (INGOs). CARE works around the globe to save lives, defeat poverty and achieve social justice. CARE’s Global Program Vision sets out a bold and coherent vision to save lives and tackle the underlying causes of poverty, social injustice and gender inequality. CARE is committed to increase gender equality and reduce gender-based violence; CARE seeks to have positive impact on women’s economic justice, people’s right to health, food, water and nutrition and climate justice.

CARE International is a global confederation of 14 National Members, 6 Candidates and 1 Affiliate with a common vision and mission as outlined above. Each CARE Member is an independent organization that leads programs, raises funds, advocates on key issues, communicates to the public in their country, and supports CARE’s programming with our partners in 104 countries across the world. CARE has been advancing efforts to build a more diverse membership and overall shared and inclusive governance model since 1998, setting intentional strategies to achieve this.

CARE International AISBL (CI Belgium) is one of the legal entities housing the CI Secretariat. The others are in Geneva and London. CI Secretariat coordinates and supports the global CARE confederation to achieve its common impact goals and shared global priorities in line with our global CARE 2030 Vision and Program Strategy. It leads CARE’s global advocacy and represents the confederation at the United Nations, the European Union and at key global forums.

Overview of the role

The EU Funding Support Officer (EUFSO) will be part of the EU funding team, working closely with the Senior EU Partnership and Compliance Advisor and in collaboration with other members of the team. S/He will support the work of CI in relation to European Commission (EC) funding by contributing to funding analysis and information sharing within CI, and supporting efforts to ensure CI strategic engagement with the EU. He/she will also work closely with the Finance Manager and EU Representative and Head of Office to support office administration.
Key responsibilities will include but not limited to:

EU Funding work (approx. 80%)

S/He will be expected to:
- Monitor and identify global and regional EU funding opportunities;
- Monitor news and developments of the EU funding landscape and share relevant information;
- Review guidelines of EU funding opportunities for development cooperation;
- Analyse and summarize geographic Multiannual Indicative Programmes (MIPs), including from a gender perspective;
- Monitor and summarize Annual Action Programmes (AAP) for relevant European Commission (EC) thematic programmes, regional and country-based external cooperation programmes;
- Provide support to CI funding coordination efforts, especially the European Coordination mechanism (ECM) for global and regional funding opportunities and responding to queries of colleagues as well as monitoring of local engagement ECM calls;
- Support the engagement with European Commission, including funding documentation, training material, background analysis and donor relations;
- Ensure relevant linkages with the EU advocacy team;
- Provide support to the organisation of CI ECHO and DEVCO workshops as relevant;
- Analyse CI access to and performance in relation to EU funding, including the management of the EU funding database;
- Attend relevant meetings with Brussels-based NGO networks (notably CONCORD) and EU institutions;
- Manage and update the “CI Belgium and EU Meeting Point” CARE SharePoint page on EU matters and contribute to overall team knowledge management (including the EU Update);

General and Administrative tasks (approx. 20%)

As part of his/her tasks, the EUFSO will be expected to provide administrative support to the CI European office, mainly in the form of:
- General administrative support: preparing requisition orders, managing stocks and ordering supplies, weekly mailings to CI International Secretariat in Geneva, other organisational tasks as required;
- Support to organisation of meetings and events – logistics (catering and supplies) and notes;
- Support CI Belgium AISBL Country Office registration efforts;
- Monthly petty cash reconciliation.

Knowledge, experience and skills required

- Educated to Master’s degree level in social sciences, such as political science, international relations, development studies, economics or law (postgraduate degree level required or equivalent professional experience)
- Prior knowledge and/or experience of EU development policies and funding
- At least one year of professional related experience with an NGO or EU Institution
- Strong interest in and commitment to working with CARE International
• Excellent research, analytical and writing skills
• Strong oral and written English, and good knowledge of French for the administrative tasks
• Strong organisational and communication skills
• Very good knowledge and experience of working with internet and Microsoft Office applications (Word, Excel, SharePoint, Teams)
• High capacity to work independently within a small team and strong time-management skills
• Ability to take initiative
• Excellent interpersonal skills

We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the Inter Agency Misconduct Disclosure Scheme and will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.

HOW TO APPLY

Interested and qualified candidates should submit their CVs and a brief covering letter of interest in English to morgado@careinternational.org by January 30th, 2021. Only short-listed candidates will be contacted.


Only candidates with the relevant work authorization will be considered.

CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.