



JOB DESCRIPTION

- Position title:** EU Funding and Administration Officer
- Supervisor:** Senior EU Partnership and Compliance Advisor with dotted line to Finance Manager
- Post:** Full time (5 days/week)
- Location:** CARE International Secretariat – EU Office, Brussels, Belgium
- Date/Contract type:** As soon as possible, one-year contract with possibility of further extension

BACKGROUND

CARE International is one of the world's largest international non-governmental humanitarian relief and development organisations. Drawing on its 75 years of experience, through its confederation of 21 CARE member partners, as both a practitioner and thought leader, CARE International (CI)'s work reaches 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is the CI Secretariat, which provides coordination and support to its Members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development.

CARE International AISBL (CI Belgium) is one of the legal entities housing the CI Secretariat. The CI Secretariat comprises approximately 45 staff based in Belgium, Switzerland, UK, and across 12 other countries.

In Brussels, the Secretariat (CI Belgium) works on behalf of CARE members and country offices in their efforts to optimise CI's fundraising and influence relevant policies from the European Union (EU), and to strengthen CI's relationship with the EU institutions in Brussels.

In addition, CI Belgium has a number of CARE Country Offices registered as its branches. Whilst the day to day accounting and management of these branches is handled by other members of the CARE Confederation on behalf of CI Belgium, there is close liaison with colleagues based in the country offices and the branch results are reviewed, consolidated, audited and reported within CI Belgium.

POSITION SUMMARY

The EU Funding and Administration Officer will be part of the CI EU funding team, under the supervision of the Senior EU Partnership and Compliance Advisor and working closely with the other members of the team. She/he is expected to actively contribute to the work of CI in relation to European Union (EU) funding by ensuring high quality EC funding analysis as well as timely and relevant information sharing within CI, and supporting efforts to ensure CI strategic engagement with the EU. He/she will also work under the supervision of the Finance Manager regarding the office administration and related tasks.

MAIN RESPONSIBILITIES - specifically, but not limited to:

EU Funding work (approx. 70%)

She/He will be expected to:

- Monitor news and developments of the EU funding landscape and share relevant information;
- Monitor and identify relevant global and regional EU funding opportunities, including the analysis of the related guidelines;
- Analyse CI access to and performance in relation to EC development and humanitarian funding, including the management of the EC funding database;
- Monitor, analyse and summarize EC development and humanitarian programming documents, including from a gender perspective and other CI priority areas;
- Support CI funding coordination efforts, especially the CI European Coordination Mechanism (ECM) for global and regional funding opportunities ;
- Support the engagement with the European Union, including drafting background analysis, funding documentation, training material, and donor relations;
- Ensure relevant linkages and support to the CI EU advocacy team;
- Provide support to the organisation of meetings and workshops as relevant;
- Attend relevant meetings with Brussels-based NGO networks (notably CONCORD and VOICE) and EU institutions;
- Be the focal point and manage the CARE SharePoint page on EU affairs and contribute to overall team knowledge management (including the internal newsletter).

General and Administrative tasks (approx. 30%)

As part of his/her tasks, the EU Funding and Administration Officer will be expected to proactively engage in the administrative work related to the CI EU Office, mainly in the form of:

- General administration: preparing requisition orders, managing stocks and ordering supplies, weekly mailings to CI International Secretariat in Geneva, other organisational tasks as required;
- Carry out administrative tasks related to Country Office registrations or updates in Belgium, ensuring timely and effective execution;
- Support to organisation of meetings and events – logistics (catering and supplies) and notes;
- Monthly petty cash reconciliation.

QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES:

- 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 is required for the administrative tasks
- High capacity to be detail-oriented and self-organised with strong time-management skills while working in a small team
- Ability to take initiative with a solution-oriented spirit
- Very good knowledge and experience of working with Microsoft Office applications (Word, Excel, SharePoint, Teams), strong Excel skills is an asset
- Excellent interpersonal skills

How to Apply:

Interested and qualified candidates should submit their CVs and a covering letter in English to eufunding@careinternational.org by 20 May 2022. 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.

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.

More Information on CARE International is available at www.careinternational.org.