



## **CARE INTERNATIONAL AISBL BELGIUM**

### **JOB DESCRIPTION**

Position title	Assistant EU Funding Officer (AEUFO)
Location	CARE International Secretariat- EU Office, Brussels, Belgium
Supervisor	Senior EU Partnership Advisor with dotted line to EU Representative
Date/Contract type	As soon as possible, Permanent contract.
Working time	Full time (5 days/week)

### **Summary**

CARE is a leading humanitarian and development organisation, working with a focus on gender equality and women's empowerment. Non-political and non-sectarian, we operate in more than 90 countries around the world, implementing long-term programmes to fight poverty, responding to humanitarian emergencies and advocating for policy change to improve the lives of the poorest people, reaching more than 80 million people annually.

The EU Office of CARE International (CI EU office) works on behalf of CARE International Members and Country Offices (COs) in their efforts to optimise CI's fundraising and influence relevant policies from the European Union (EU), and to strengthen and maintain CI's relationship with the EU institutions in Brussels.

### **EU Funding work (70%)**

The Assistant EU Funding Officer (AEUFO) will be part of the EU funding team, working closely with the Senior EU Partnership Advisor and in collaboration with other members of the team. He/she will support the work of CI in relation to EC funding by contributing to funding analysis and information sharing within CI, and supporting efforts to ensure CI compliance with EC rules and regulations. He/she will also work closely with the EU Representative and Head of Office to manage implementation of corporate registrations to ensure EU eligibility of CI Country Offices.

She/he will be expected to:

- Identify EU funding opportunities and share relevant information on EU funding;
- Review guidelines of EU funding opportunities for development cooperation and notably check eligibility criteria to support CI's Go/No-Go process;
- Manage CI Belgium AISBL Country Office registration efforts;
- Monitor and prepare summaries of the Annual Action Programmes (AAP) for relevant European Commission (EC) thematic programmes or regional/country-based external cooperation programmes;

- Support the integration of sectoral approaches (Food Nutrition Security, Gender Based Violence, Women Economic Empowerment) across the geographic priorities, through supporting research, analysis and coordination efforts (European Coordination Mechanism - ECM);
- Analyse and prepare summaries of geographic Multiannual Indicative Programmes (MIPs), including from a gender perspective;
- Prepare analysis about CI (CARE International) access to and performance in relation to EC funding;
- Provide support to managing and implementing the EC funding database;
- Provide support to the development and update of EC funding training materials;
- Provide support to CI funding coordination efforts, especially launching the European Coordination mechanism (ECM) for global/regional funding opportunities and responding to queries of colleagues;
- Provide support to the preparation of meetings with European Commission desk officers, including funding documentation and background analysis;
- Assist in managing donor relations (phone, e-mail and written correspondence) and relations with the NGO community;
- Attend relevant meetings and report back;
- Manage and update the "EU meeting point" intranet page on EU matters and contribute to overall team knowledge management;
- Support the 'CARE EU update', the internal update of the EU office to the rest of CARE.

### **General and Administrative tasks (30%)**

As part of his/her tasks the AEUFO will be expected to provide administrative management of 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 (filing, inventory)
- Organisation of meetings – catering and supplies
- Manage monthly petty cash reconciliation
- Taking notes for and supporting CI meetings and events

### **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
- Prior knowledge and/or experience of EU development policies and funding
- At least 1 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
- Strong organisational and communication skills
- Very good knowledge and experience of working with internet and Microsoft Office applications (Word, Excel)
- High capacity to work independently within a small team and strong time-management skills

- Ability to take initiative
- Excellent inter-personal skills

**How to apply**

Interested and qualified candidates should submit their **CVs and a covering letter of interest in English to Cabo@careinternational.org by September 7<sup>th</sup>, 2018**. Only short-listed candidates will be contacted.

More Information on CARE International is available at [www.care-international.org](http://www.care-international.org).

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.***