

Office Coordinator (80% Permanent Contract)

Brussels, Belgium

CONCORD is seeking a highly motivated and versatile Office Coordinator who enjoys human resources and operations and is looking for an opportunity to coordinate and contribute to a wide range of day-to-day office activities in a busy Secretariat. The role will straddle all aspects of office management, including human resources administration, events planning and procurement, to ensure colleagues are well looked after and that we continuously adapt to the changing world of work.

ABOUT CONCORD

CONCORD is the European Confederation of Relief and Development NGOs. We are made up of member organisations: 26 National Platforms, 24 International Networks and 7 Associate Members which together represent over 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on international cooperation and sustainable development policy, funding and practice.

You will join a team of engaged professionals who are committed to accelerating transformation towards a more equal and sustainable society.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit.

ROLE SPECIFICATION

The Office Coordinator position is a multifaceted role involving a variety of operational and office management duties that are all key to the smooth running of our busy Secretariat. By working closely with our Head of Human Resources, you will give crucial support to our team of over 20 colleagues with day-to-day office activities, procurement, events logistics and with the coordination of their benefits, onboarding and recruitment processes.

Key areas of responsibility

Human Resources

- Assists with HR administration as required, compiling monthly payroll data, liaising with our social secretariat to prepare contracts and benefit packages in compliance with Belgian regulations; monitoring colleagues leave plans and sick days, preparing timesheets, maintaining training logs, coordinating employee benefits, and filing personnel records and correspondence
- Provides logistical and administrative support for entering and exiting staff

- Keeps up-to-date with the latest HR trends and best practices and helps with their effective implementation

Events Planning

- Ensures the logistics of CONCORD meetings and events including launch events, Board meetings, workstream meetings and the annual General Assembly
- Liaises with and seeks new, reliable suppliers and service providers (caterers, venues, interpreters, translators, proofreaders,...)

Office Management

- Supports the smooth running of the office by contributing to day-to-day office activities (Office supplies, staff meeting calendar, desk booking system, inventories....)
- Contributes to all aspects of office space/infrastructure planning (e.g. liaising with the building management, office layout, changes to workstations etc.)
- Monitors CONCORD's compliance with EC procurement requirements (oversees calls for consultants in line with EC procurement rules, ensures these rules are understood and implemented by colleagues, verifies that contracts and justification notes are correctly filed digitally and in hard copy with original signatures)
- Supports the Director and Finance Team with other administrative tasks as required.

PERSON SPECIFICATION

The successful candidate will understand and be committed to CONCORD's vision and goals in addition to the following:

Knowledge:

- Academic background or professional experience in Organisational Development, Office Management, Business Administration, Human Resources Management or in other relevant field

Experience:

- At least 3 years of professional experience (excluding student internships and traineeships) taking care of operations in an office;
- Experience of organising events and coordinating office activities is crucial
- Experience in working in an NGO, whether in Europe or elsewhere would be an asset

Skills:

- Excellent interpersonal and communication skills and collegial approach
- Strong planning, organisational and multi-tasking skills
- Team player; proactive; self-starter
- Ability to handle confidential and sensitive information
- Ability to generate practical solutions and logical procedures
- Ability to relate to other workers from diverse backgrounds with different needs
- Tactful and effective negotiation skills
- Fluent in French and English (the two working languages of the office)

- Computer literate, including management of database, G-Suite tools and MS Office suite

CONDITIONS OF EMPLOYMENT

Duration of Contract: 80% permanent position (“CDI”)

Location: Brussels, Belgium

Gross salary: from €2,990 per month, depending on experience and based on the gross full time salary of €3738,37 as per 10/0 level 3 on our salary grid.

Other benefits: holiday allowance; ‘thirteenth month’; hospitalisation insurance; affiliation to pension scheme; meal vouchers, a teleworking allowance and a monthly commuting allowance on local public transport or by bicycle for the period.

The position reports to our Head of Human Resources.

HOW TO APPLY

If you are interested, please upload your CV (max. 2 pages, no photo) and a 1-page cover letter explaining your motivation and fit for the role in the portal below. The CV and cover letter must be submitted as one document stating the name of the role and your name in the title. Only applications and CVs written in English will be accepted.

The closing date for applications is **Sunday 18 February 2024** at midnight (CET). Only short-listed candidates will be contacted. First round interviews will take place during the week of 26 February 2024 . The ideal start date is 1 April 2024.

You should have a valid work permit to work in Belgium. There is no possibility for visa sponsorship.

NATIONAL PLATFORMS	 Global Responsibility Austrian Platform for Development and Humanitarian Aid	 BELGISCH PLATFORM PLATE-FORME BELGE CONCORD CICCO-ET-IL-RI ACODEV ngo-federatie	 BPID Bulgarian Platform for International Development	 Platforma za međunarodnu građansku solidarnost Hrvatske Croatian Platform for International Citizen Solidarity CROSOL	 FORS	 GLOBAL FOCUS
 AKÜ	 fingo	 COORDINATION SUD	 VENRO ASSOCIATION OF GERMAN DEVELOPMENT AND HUMANITARIAN AID NGOs	 Hellenic Platform for Development	 HAND	 dóchas The Irish Association of Non-Governmental Development Organisations
 CONCORD ITALIA	 LAPAS Lanzhou Platform for Development Cooperation	 Cercle de coopération des ONGD DU LUXEMBOURG	 SKOP Solidarjetà u Koperazzjoni	 PARTOS	 ZAGRANICA	 ONGD PLATAFORMA PORTUGUESA
 FOND Federacija Organizacija i Institucija za razvoj i pomaganje	 Ambrella Platform for Development Organisations	 SLOGA Slovenian Global Action	 LA COORDINADORA DE ORGANIZACIONES PARA EL DESARROLLO	 CONCORD EUROPE	 bond	NETWORKS
 actalliance eu formerly AMRODEV	 act:onaid	 ADRA	 Alliance 2015 Towards the eradication of poverty	 care	 caritas europa	 ChildFund Alliance
 CIDSE Tijekom svih godina zajedno	 eucord European Council of Organisations for Humanitarian and Development	 GNDR	 Habitat for Humanity	 handicap international humanity & inclusion	 IPPF International Planned Parenthood Federation European Network	 LIGHT FOR THE WORLD
 OXFAM International	 PLAN INTERNATIONAL	 Save the Children	 Sightsavers	 solidar	 SOS CHILDREN'S VILLAGES INTERNATIONAL	 Terre des Hommes International Federation
 wecf	 Wetlands INTERNATIONAL	 World Vision EU REPRESENTATION	 WWF	ASSOCIATE MEMBERS	 alda European Association for Local Democracy	 CARDET
 ea ea EUROPEAN ASSOCIATION FOR THE EDUCATION OF ADULTS	 European Partnership for Democracy	 EUROPEAN DISABILITY FORUM	 INTERNATIONAL RESCUE COMMITTEE	 NRC NORWEGIAN REFUGEE COUNCIL		