

## JOB DESCRIPTION

**Job Title:** Association & Programmes Administrator

**Reports to:** Finadmin Manager/Programme Managers

**Nature/Hours:** Full time - 38 hours

### **Purpose of the position:**

The Association and Programmes Administrator (APA) will work:

- On matters horizontal to all departments of the association, related to the running of the association and its' Brussels office;
- On programmatic matters, related to activities funded by the EU institutions and other international institutions.

This entry-level position will be hired under the Contrat d'immersion professionnelle, which means applicants need to be motivated to evolve within the position, utilizing the many learning opportunities and sessions IF will provide.

### **Main Duties:**

#### ***Association administration***

- To assist in the general smooth running of the association's office, located in the city center (walking distance from the Central Station)
- To assist the FinAdmin Manager with statutory requirements of the association, related to Board and Members' decision-making, Board and General Assembly meetings and other Belgian legal requirements for NGOs
- To own service provision handling, in particular in case of queries and procurement needs
- To handle incoming correspondence, via post or electronically
- To contribute to the development and implementation of organizational policies

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- To handle invoices addressed to and by IF, as well reimbursement forms, according to internal processes
- To help with other financial reconciliations

### ***Programme administration***

- To help with events' and meetings' logistics associated with programmatic activities
- To help in keeping reporting deadlines (coordination of follow-ups) imposed to and by IF
- To assist in preparing the programmatic financial overviews required for reporting to donors and the association's leadership
- To assist in handling applications for funds by subgrantees of IF
- To contribute to the evaluation and monitoring of budgets and activities of subgrantees
- To contribute to the management of grant agreements

### ***Other***

- To help with handling the team's holiday sheets
- To assist the association's members with any queries they may have and facilitate smooth flow of information between IF and its members
- To assist the team with researches regarding travel and accommodation arrangements

### **Skills/competencies:**

- Degree in one of the following domains: administration, finances, HR
- Good communication skills – both written and verbal
- Excellent levels of organization and the ability to structure tasks to optimum efficiency
- Diplomacy and good team working skills
- High levels of common sense and initiative
- Experience and maturity gained in a similar environment
- Full buy-in into the NGO sector
- Good office IT skills
- Fluency in English, and French or Dutch

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**Experience:**

- Some professional experience in the Brussels international context (volunteerships and internships included)
- Experience with membership associations a strong asset
- Experience with Belgian-right NGOs a strong asset (knowledge of the legal framework for NGOs in Belgium)

IF is an equal opportunities employer, and will particularly welcome applications from qualified candidates with disabilities.

**Conditions offered:**

- Contrat d'immersion professionnelle (around 800 EUR of compensation per month)
- Monthly transportation ticket

**Application procedure:** please send a 1-page cover letter and your CV to [info@ifglobal.org](mailto:info@ifglobal.org), to the attention of Lieven Bauwens (IF Secretary General), by 27 July COB, and with "IF APA application 2018" as the subject of the e-mail message.

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