



volunteering for peace

NGO Official partner of UNESCO (Consultative status)

Participatory status with the Council of Europe

CALL: SCI International Secretariat recruiting a new staff member!

JOB TITLE: Project Officer (PO)

MAIN RESPONSIBILITY:

Project management, reporting and project design at the International Secretariat of SCI.

DESIRABLE STARTING DATE: 19 September 2016

The selection process will start on 25th August 2016.

STATUS OF POST:

The post is based at the International Secretariat (IS) of Service Civil International in Antwerp, Belgium. This is a part-time employment (18.5 hours/week), on a fixed term (one year contract) under Belgian legislation, with the possibility of extension.

REF PROJECTS: the PO will work mainly but not exclusively on the two recently approved projects:

- KA2 Erasmus+ Programme: "Peers to Peace: Peer learning and Peer support for Capacity Building in international volunteer work", which is a worldwide project that involves 26 different partners in 25 countries. The project aims at building capacities within SCI and in the International Voluntary Service movement as a whole, focusing on the areas of expertise producing the longest lasting impact: knowledge management, volunteer management, project management, and fundraising. Key focus of the project is the peer approach: through peer-learning and peer-supporting, the capacity of each organization will be upgraded to the best present in the consortium.
- EACEA Remembrance Programme: "PATH – Peace activism through lessons from history of forced migration", which is a project aiming at: remembrance of historical events such as the aftermath of World War I, Spanish Civil War, and Yugoslav war; drawing parallels between past and current conflicts focusing on the reasons, specifics and consequences of forced migration; raising awareness within local communities on the topic; providing space for networking for future development on actions for peacebuilding, as well as conflict and forced migration prevention; promoting peace, anti-militarism and non-violence, and encouraging active participation at the European level.

DETAILED TASK DESCRIPTION:

The Project Officer will be responsible for:

1. Projects related tasks:

1.1 Project Management:

- management and coordination of the projects in general (with a particular reference to the two projects mentioned above), including progress (preparation and monitoring of the plan of action), impact (including outputs of the project), and visibility;



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- internal and external communication of the projects, in coordination with the IS communication team;
- providing adequate support to and maintaining relations with the partners and the volunteers/staff involved in the actions;
- maintaining relations with the donors and updating them about the ongoing projects;
- informing and advising the International Coordinator (IC) on relevant project-related issues, and preparing project summary reports to be included in the working documents for the International Executive Committee (IEC) meetings.

In coordination with the IC, the Financial Officer and the steering team of the projects, the PO is expected to:

- take care of internal budgeting and financial management of the projects;
- identify possible synergies with other existing or possible new projects realised both at branch and international level.

1.2 Applications reporting:

- preparing the financial and narrative reports of the above mentioned projects, keeping the IC updated about any relevant change in the projects;
- supporting the staff of the IS in the preparation of other project reports, according to the needs of the Secretariat.

1.3 Applications writing:

- supporting the IS staff in the design and preparation of project applications, including a proactive approach and proposing new projects, according to the needs of the Secretariat and in relation with the SCI project strategy.

2. Other IS tasks:

- general tasks related to the normal running of the IS;
- dealing with requests from branches, Working Groups, and IEC.

CANDIDATE PROFILE:

Successful candidates for this post are expected to have the following qualifications:

1. Proven work experience in international projects, with specific reference to Erasmus+ Programme and Europe for Citizens Programme.
2. Demonstrated good skills and experience in administrative, organizational, and operational project work.
3. Ability to work as a member of an international team.
4. Excellent knowledge of both written and oral English is required. Knowledge of Dutch is an advantage.
5. Experience of volunteering and working with volunteers is a must.
6. Good Knowledge of SCI and previous experience in SCI or other similar organizations will be an advantage.



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7. Communication skills.
8. Problem-solving capacity.
9. Capacity to travel to join relevant SCI meetings in Europe and beyond.

CONDITIONS:

1. The Project Officer is directly responsible to the SCI International Coordinator, who supervises the PO on behalf of the International Executive Committee.
2. The PO will be based at the Secretariat in Antwerp, Belgium, but is expected to travel for meetings, conferences, seminars, and project related duties. Sometimes extended working hours might be needed.
3. This is a part-time role for an initial period of one year, with an envisioned possibility of extension, at least until the projects end in 2018. The working hours are 18.5 per week with a possibility of flexible arrangement, according to Belgian legislation.
4. We offer competitive monthly salary, based on Belgian standards, and all benefits foreseen by Belgian legislation (meal cheques, paid holidays, etc.).
5. There is no subsistence allowance for overnight stays and residential meetings.
6. There is a 2 months' probation period.

HOW TO APPLY:

If you wish to apply for this post, please send your updated CV, a motivation letter, as well as scans of any documents you might find relevant (e.g. diplomas, certificates, recommendation letters) to coordinator@sci.ngo as soon as possible. The selection process will start on 25th August 2016. Please include also 2 reference contacts, with an email and telephone number.