



The International Federation for Spina Bifida and Hydrocephalus is looking for an Administration Officer

The International Federation for Spina Bifida and Hydrocephalus (IF) was founded by people with spina bifida and hydrocephalus (SBH) and their families in 1979. Over the years, it has grown from a voluntary association into a professional organisation of persons with disabilities with global coverage, democratic structure and transparent and accountable processes. IF's mission is: to improve the quality of life of people with SBH and their families; and to reduce the incidence of neural tube defects and Hydrocephalus by primary prevention; by raising awareness, and through political advocacy, research, community building and human rights education. More information can be found on www.ifglobal.org.

For our office in Brussels, we are looking for an Administration Officer to organize and support administration duties and office procedures. Her/his role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness, communication and safety.

Job Description

Job Title: Administration Officer

Salary: according to PC 329 and seniority

Nature: part time, permanent contract (conditional to funding)

Location: Brussels, Belgium

Start Date: ASAP

Job Duties

Organisation

- To prepare and co-organise different events (e.g. bi-annual workshops, youth training...) and to ensure that the necessary venues, equipment, hotel rooms, catering etc are arranged and accessible
- To respond to employees' queries regarding office management issues (e.g. stationery, HR, Hardware, travel arrangements...)

Office

- To organise routine office operations and procedures (such as weekly team meetings, reimbursements, vacation tracker...)
- To act as a central point of contact for the organisation, managing the general inbox and telephone

- To maintain the office condition (e.g. to liaise with external service providers, general filing, photocopying, mailing and correspondence as required)

Finances

- To ensure that all invoices and bills are paid on time and coded correctly and keeps basic level accounts
- To prepare basic financial and payroll information for submission to the external bookkeeper and payroll provider.

Required Skills and Qualifications

- 2 years of proven experience in administrative tasks, front office, supply manager
- Knowledge of standards systems, procedures and events' organisation
- Proficiency in MS Office, GSuite and Winbooks Connect
- Experience in tracking budget expenses and basic bookkeeping
- Excellent time management skills and ability to multitask and prioritise work
- Attention to detail and problem solving skills
- Strong organisational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements with a proactive attitude
- Bilingual: English with French or Dutch; preferably with conversational level in one of the official Belgian languages
- A strong commitment and enthusiasm to work within NGO sector and understanding of equality and diversity/disability

To apply

Qualified candidates should submit a cover letter and CV to Carmen Clemente IF Communication Coordinator at: carmen.clemente@ifglobal.org
Deadline for applications: 2 March 2020

First interview will take place via videoconference.

Please note that only shortlisted candidates will be contacted.

The International Federation for Spina Bifida and Hydrocephalus is an equal opportunity employer.