

## **Administrative Assistant, European Network of Political Foundations (ENoP)**

The *European Network of Political Foundations (ENoP)* is a platform for communication and dialogue between political foundations in Europe, the EU institutions, and civil society organisations (CSOs) in the fields of democracy support, development cooperation and political dialogue. The network consists of 51 member foundations and two affiliated entities, coming from 22 countries within the EU. The members are close to six party families - ALDE, ECR, EPP, Greens/EFA, GUE/NGL, S&D - represented in the European Parliament, and belonging to the democratic spectrum.

The main focus of ENoP is reflected in the activities of four working groups (WG): “Sustainable Development”, “Democracy”, “The Future of Europe” and “EU Funding” as well as in the implementation of relevant projects with local partners in more than 100 countries throughout the world. In 2016, ENoP has signed a Framework Partnership Agreement (FPA) with the European Commission, through which it was awarded a grant, which aims to support the implementation of the core activities of the organisation. ENoP is looking for an **Administrative Assistant** to join a team of four people to implement its recently granted EU project.

### **Administrative Assistant (100%/full time)**

The Administrative Assistant ensures the smooth running of the office and the project activities.

#### **Main responsibilities & tasks:**

- Administrative support/office management;
- Support to the organisation of events including coordination of travel arrangements, hotel rooms, caterings, organizational and logistical aspects;
- Correspondence with network members, European institutions and partner organizations;
- Support the drafting of internal administrative files/notes, rules, reports, policy guidelines and procedures proof-reading letters, reports etc.;
- Data administration of all member organisations and the management of the contacts of the relevant stakeholders of the network;
- Updating of the website of the network, including information on activities of the network and its members;
- Assistance to the Coordination Board and the Project Director;
- Being a member of the ENoP team and contributing to the overall fulfilment of ENoP’s mission

#### **Qualifications/Requirements:**

- Apprenticeship or three years of experience in office management or a Bachelor’s degree in a relevant field required
- Strong organisational skills
- Strong communication skills and team working capacity
- Able to work independently with little supervision

- Working precisely and respecting deadlines
- Excellent priority management, showing initiative
- Excellent command of English (spoken and written) and very good command of French (spoken and written); the knowledge of other languages would be an asset;
- Excellent command of MS Office (Word, Excel, PowerPoint, Outlook)
- Knowledge and understanding of social media and website content management
- Belgian work permit

**Working conditions:**

- International working environment
- The assistant will be based in Brussels.
- Average monthly gross salary, employers' charges and other costs based on Belgian legislation such as the 13th month and *double pécule de vacances* (starting with the second year of employment).
- Includes fee for the social secretariat for the payroll administration and insurances

Please send applications to [applications.enop@gmail.com](mailto:applications.enop@gmail.com) until the 28 February 2019 and include:

- A CV of maximum two pages;
- A cover letter of no more than one page outlining your motivation for the job;
- At least one letter of reference/ recommendation from previous or current positions.

**Starting date:** March 2019