



CIDSE is an international alliance of Catholic development agencies. Its members share a common strategy in their efforts to eradicate poverty and establish global justice. CIDSE's advocacy work covers global governance, resources for development, climate justice, food - agriculture and sustainable trade, EU development policy and business & human rights.

CIDSE's Secretariat, located in Brussels, is currently looking for an:

ASSISTANT

80% position (30h)

to join its team, starting March 2014.

You will support the CIDSE team with your experience and energy and actively contribute to the success of activities and to the smooth running of the office.

Your responsibilities will cover ADMINISTRATION, EVENTS and FINANCE and include:

- Independent, reliable and solutions-oriented management of the Secretariat's office;
- Supervision and team work with the Office Assistant to ensure the good functioning of the CIDSE building and equipments;
- Close collaboration with suppliers and focal point for Belgian authorities;
- Logistical support to the organisation of meetings and events (including travel and visa arrangements). Focal point for venues/ hotels/catering companies;
- Organisation of CIDSE staff travel arrangements and postal mailings;
- Finance: processing of payments, monitoring of invoices and budgets, support to and collaboration with the Accountant and the Secretary General;
- Administrative tasks such as answering the phone, welcoming guests, minute-taking, database management;
- Innovating and contributing to a learning organisation;
- Performing other office and secretarial work as assigned.

Your profile:

- Strong administrative, organisational, planning skills;
- Minimum 2 years' experience in administration, finance and office management (Degree in administration and finance an asset);
- Excellent English and French (fluency in Dutch and any other language an important asset);
- Good knowledge of Brussels. Experience with local authorities, suppliers and venues an asset;
- Good writing and communication skills;
- Service attitude, Smooth team player and ability to work in a multi-cultural NGO network;
- Ability to work under pressure in a fast pace environment and on her/his own;
- Flexibility to take over new tasks and work outside regular office hours in case of support and travel to events.

CIDSE offers:

- the opportunity to work in an international organisation with a dynamic international team;
- the opportunity to work in the Brussels EU-Quarter;
- an interesting and challenging job;
- contract of unlimited duration;
- gross salary for 80% position in the range of Euro 1900 per month, plus End of Year Allocation (13th month salary) and holiday allowance. Additional benefits: extra pension insurance scheme, loss of salary insurance, hospitalisation insurance and meal checks worth some 100€/month.
- 21 days' holiday per year plus 3 days extra in addition to days between Christmas and New Year.

For more information about CIDSE please visit our website www.cidse.org.

Please send your CV and cover letter by 12/12/2013 to: recruitment@cidse.org

or to:

CIDSE Secretariat
Attn: Secretary General
16, rue Stévin
1000 Brussels, Belgium
Fax: + 32 - 2 - 230 70 82

Interviews will be held the week before Christmas and/or beginning January 2014.