



CIDSE is an international family of Catholic social justice organisations working together with others to promote justice, harness the power of global solidarity and create transformational change to end poverty and inequalities. We do this by challenging systemic injustice and inequity as well as destruction of nature. We believe in a world where every human being has a right to live in dignity.

The CIDSE Secretariat, located in Brussels, is currently looking for a

### **Administration and Logistics Assistant**

to join its team as soon as possible. The position is 80-100% / 4-5 days per week, on a permanent contract.

Your responsibilities:

- Working directly with the Secretary General and Management team, you will support in the areas of administration and logistics for the smooth running of operations at the CIDSE Secretariat;
- You are responsible for the overall logistics and organization of travel and CIDSE events, administrative duties within the Secretariat as well as support to the accounting and financial monitoring of daily operations.
- You will accompany and support the Secretary General in the good administrative management of the organization, support in the preparation of notes and reports of activities, support office management;
- You ensure smooth collaboration and shared learning across CIDSE different thematic priorities;
- You contribute to CIDSE overall strategy based on systemic change approach.

Your profile:

- You are based in Belgium;
- You have at least 3 years of relevant work experience;
- You have education and training in administration, business, office management, or any other relevant fields;
- You have an understanding of accounting and financial reporting principles and practices.
- You have great attention to detail and strong analytical skills.
- You have specific experience and interest in logistics, administration, and office management;
- You have demonstrated coordination skills (experience in a network environment – an asset);
- You have excellent written and oral communications skills in French and English. Additional languages are an asset;
- You have an understanding of, and commitment to the mission and values of CIDSE;
- You have good team-working skills and the ability to work in an international, multi-cultural NGO environment;
- You are a good multi-tasker and results oriented with a professional attitude. You have leadership and diplomacy skills;
- You have proven computer skills and are available to travel.
- You have advanced organizational and logistical skills

CIDSE offers:

- the opportunity to work in an international organisation with a dynamic international team;
- the opportunity to work with CIDSE member organisations, allies and partners worldwide;
- the opportunity to work in the Brussels EU-Quarter, an interesting and challenging job.

The terms and conditions of working, including salary range, are those of CIDSE and depends on experience.

**Please send your CV and cover letter by march 31st to: [recruitment@cidse.org](mailto:recruitment@cidse.org)**

**Interviews will likely be held in the week of April 21st.**

For more information about CIDSE please visit our website [www.cidse.org](http://www.cidse.org)