

CETAF aisbl is recruiting a:

Programmes Coordinator



A. JOB DESCRIPTION

As **Programmes Coordinator (m/f/x)**, you will be joining our team at the General Secretariat, in Brussels. You will be in charge of monitoring European and/or international initiatives and policies, coordinating CETAF's role in European initiatives and implementing strategic actions, including EU projects, managing databases, and developing services and products for CETAF members. You will be supervised by and work closely with the Executive Director, as well as in collaboration with the other General Secretariat Staff.

Specific Tasks:

- Monitor, analyse, and report on the activities and policies of relevant EU and international organisations and entities.
- Contribute to define and implement and advocacy strategy for the organization.
- Coordinate CETAF's activities in collaborative EU funded projects (responsible for the preparation of deliverables, strategies and research) and initiatives, from proposal writing to implementation and project management.
- Support the organisation of CETAF meetings, events, General Assemblies, etc.
- Representation of CETAF at external events and in project meetings.
- Management (search, collation, maintenance, update) of information on CETAF members and their assets.
- Other tasks, including administrative ones, as required for the adequate functioning and development of the General Secretariat office and/or the Consortium.

B. MAIN REQUIREMENTS

- University degree (Master's degree or equivalent Bachelor with working experience), preferably in science or biodiversity-related fields
- Thorough knowledge of EU institutions and decision-making processes
- The ideal candidate will have the following specific competencies:

1. Essential competencies and experiences

- a. Good knowledge of the EU structure and funding programmes (Horizon Europe/Missions/Partnerships in particular).
- b. Excellent proven organisational and project management skills, including proposal writing.
- c. Computer skills including the use of Microsoft Office tools, WordPress CMS, and the ability to solve small IT problems.
- d. Able to work well in an international and virtual environment.

- e. Able to work and coordinate/communicate with distributed teams across countries and disciplines.
- f. Well-organised, with an eye for detail.
- g. Excellent writing and communication skills.
- h. Ability to work independently and within a team.
- i. Ability to take the initiative, prioritise tasks and work under set deadlines.
- j. Proficiency in learning new skills.
- k. Objectives orientation and problem-solving skills.

2. Desirable competencies and experiences

- a. Experience in policy support, analysis and presentations and experience with designing strategic programs.
 - b. Experience in capturing training needs and designing capacity building programs.
 - c. Familiarity with membership-based organisations.
 - d. Capacity to identify key issues and think strategically.
 - e. Use of database management programmes.
- Relevant professional experience of at least 2 years
 - Languages: English is CETAF's working language. All other European languages – especially French or Dutch – are an asset.

C. GENERAL CONDITIONS

- Start date: **Week of 1 March 2021**
- Work pattern: **Full time**
- Contract: **CDI under Belgian law**
- Workplace: **CETAF General Secretariat**
c/o Royal Belgian Institute for Natural Sciences
Rue Vautier, 29
1000 Brussels, Belgium

If you are interested in this position, please send your CV and motivation letter **in English and as a single file** to the CETAF Executive Director, Ana Casino (info@cetaf.org), with the subject line "Programmes Coordinator" **by 31 January 2021, at noon**. Interviews will be held at the beginning of February 2021. Only shortlisted candidates will be contacted.

Website: <https://cetaf.org/news/job-offer-we-are-looking-new-programmes-coordinator-cetaf>