

### **Administration Officer (full time)**

#### Job description

**ProtectDefenders.eu is the EU Human Rights Defenders Mechanism**, established to protect defenders at high risk and facing the most difficult situations worldwide. It is implemented by a consortium of 12 international NGOs with the support of the European Commission. The members of the Consortium are: Front Line Defenders, Reporters Without Borders (RSF), World Organisation Against Torture (OMCT), International Federation for Human Rights (FIDH), Economic, Social and Cultural Rights Network (ESCRNet), International Gay and Lesbian Association (ILGA), Urgent Action Fund for Women Human Rights Defenders (UAF), Protection International, Peace Brigades International (PBI), Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF), Forum Asia and East and Horn of Africa Human Rights Defenders Project (EHAHRDP). Front Line Defenders, RSF, OMCT and FIDH form the Board of the Consortium.

#### **The mission of ProtectDefenders.eu is:**

- To operate a permanent and rapid response mechanism to provide emergency support and material assistance to human rights defenders in danger;
- To manage a support programme of temporary relocation for human rights defenders at risk to relocate inside their country, within their region or abroad in case of urgent threat;
- To support and coordinate an exchange platform for organisations and stakeholders working on temporary relocation for human rights defenders including through the EU Temporary Relocation Platform;
- To provide training, support and capacity-building to human rights defenders and local organizations;
- To monitor the situation of human rights defenders and advocate for a protection agenda for Human Rights Defenders at local, regional and international level;
- To promote coordination between organizations dedicated to support for human rights defenders, EU institutions and other relevant actors.

ProtectDefenders.eu **Secretariat** is the coordination structure of the mechanism and is also in charge of the institutional representation and financial and narrative reporting of the project. The EU HRD mechanism began its operations on 1st October 2015 for a duration of 48 months, this project is now extended ufor other three years.

### **PURPOSE OF THE POSITION:**

Under the supervision of the Head of Secretariat, the Administration Officer supports the dynamic and energetic team of the Secretariat facilitating a smooth implementation of the programme and ensuring an efficient working environment.

### **Main tasks**

- Ensure the daily accountancy of the Secretariat, execute payments, and provide the external bookkeeper with relevant documents and information on a weekly basis.
- Ensure that all transactions are recorded and filed in accordance with International Financial Reporting Standards (IFRS), and supported by relevant and verifiable source documents.
- Ensure that monthly account reconciliations are performed, and appropriate plans are put in place and executed to resolve unreconciled differences.
- Prepare analysis of accounts payable and receivable, follow up the level of expenditures against the Secretariat's budget, and provide regular reports to the Head of Secretariat.
- Perform office payroll communication, and ensure that all Human Resources procedures under Belgian Law are observed.
- Be the main contact for all the service providers of the Secretariat.
- Coordinate with the IT service provider to ensure proper maintenance of the office IT equipment.
- Ensure proper procurement, and logistics of activities and events implemented by the Secretariat.
- Support the Finance Officer in the preparation of audits and coordinating with the Consortium partners.
- Organise the induction process for new staff.
- Deal with correspondence and ensure proper filing of documents.
- Ensure proper office maintenance and that health and safety policies are in place and up to date.
- Assist with project start-up and close-out activities.

### Experience/knowledge:

- Masters Degree or professional accounting qualification, or at least five years of equivalent professional experience
- Minimum of three years of experience in an administration/accounting role in a Belgian entity, preferably an NGO
- Experience in pre-accounting and collaboration with accountants, expense management & general administrative support, payroll communication towards social secretariat are essential
- Experience with accounting software is a key asset
- Experience with procurement procedures is an added-value
- Share the core values of ProtectDefenders.eu

### Skills:

- Fluency in written and spoken French; a good level of English is essential.
- Ability to work under tight reporting deadlines.
- Strong interpersonal, communication and organisation skills.

The Administration Officer will be based in ProtectDefenders.eu secretariat in Brussels and needs to have the necessary permit to work in Belgium.

ProtectDefenders.eu Secretariat values diversity and is an equal opportunity employer.

Applications comprising a CV with at least two references and a cover letter should be sent by email to [recruit@ProtectDefenders.eu](mailto:recruit@ProtectDefenders.eu) by 11 September 2019. **The position might be filled before the deadline, early applications are encouraged.**

The successful candidate will be expected to start as soon as possible. The gross monthly salary for the position is 2.800 euro (x 13.92), with lunch vouchers, transportation costs, health insurance coverage and retirement plan.