

Call for International Coordinator

Service Civil International, a dynamic, international voluntary organisation, is currently looking for an International Coordinator to strengthen its office team at the International Secretariat in Antwerp, Belgium.

The main tasks of the International Coordinator are managing the office and staff, administration, supporting branches and working groups, external representation, fundraising and networking.

We are looking for someone with strong leadership and communication skills, intercultural experience, vision, creativity and proven staff management skills.

Service Civil International (SCI) is an international non-governmental organisation working promoting peace and intercultural understanding through international volunteer projects. It consists of more than 35 member organisations and works together with several partner organisations all over the world.

The role of the International Coordinator

The International Coordinator (IC) will lead and manage the International Secretariat of SCI (IS) located in Antwerp, Belgium. The IS currently consists of two other staff and two long term volunteers originating from different countries.

The office services the international structures of SCI, including the International Executive Committee (IEC) by networking, administration, organisation of meetings, fundraising and communication.

Main responsibilities

- Manage the daily functions of the International Secretariat in Antwerp, Belgium.
- Assist the IEC and other relevant bodies in the preparation and implementation of the overall work plan of the organisation
- Oversee, coordinate and support fundraising initiatives
- Support cooperation between branches, groups and working groups
- Prepare the annual general assembly (International Committee Meeting - ICM)
- Support preparing the IEC meetings
- Networking and alliance building with like-minded organisations, i.e. by attending necessary meetings
- Oversee the SCI International office administrative duties that include legal issues, insurance, finances and accounting
- Ensure constitutional accountability by working closely together with the IEC and the ICM delegates
- External representation of SCI towards other like-minded organisations, European and other international governmental institutions, donors, etc.

Profile of IC

The ideal SCI International Coordinator will have the following competencies:

Initiative and problem solving skills:

- Working with all the different partners requires being good at public relations, as well as being openminded and diplomatic skills
- Ability to capitalise experience and available information in order to become quickly autonomous
- Ability to take initiative where appropriate to deal with difficulties encountered in daily work

Adaptability and flexibility:

- Ability to adapt or change priorities according to the changing situation within the organisation
- Ability to work within a fluid situation (changes within the volunteer team)
- Ability to cooperate and manage an international team

Motivation and involvement:

- Motivation and commitment to SCI mission and values
- Interest in involvement beyond the job i.e. active involvement in the ethos of the organisation itself

Qualifications

- Strong organizational skills and ability to multi-task, set priorities and work in a team of diverse cultural backgrounds
- Self driven and motivated individual with a high sense of quality, efficiency and meeting tight deadlines
- Fluency in spoken and written English, additional languages (French, Spanish) a plus
- Computer literacy including sound knowledge of Windows and MS Office applications; computer maintenance and troubleshooting skills a plus
- Proven strong leadership and management qualities
- Highly organised, and able to manage simultaneous priorities, a good time manager
- Analytical and problem-solving skills
- Project and financial management skills and experience
- Experience of working in an international (NGO) environment

We are looking for someone who can start on short notice, i.e. within 2 – 3 months of this call.

Conditions of Employment

The position is for a fulltime workweek (37,5 hours) according to the Belgian legislation.

The candidate needs to have the legal right of employment in Belgium.

We offer:

- a dynamic working environment
- training opportunities within the time and budget limits approved by the IEC
- a salary package according to the qualifications and skills, in an NGO context

SCI is an equal opportunities employer.

The duration of the contract of employment will be for a period of 24 months with the possibility of extension. There will be a 3 months probation period. The full job description and terms and conditions of service can be requested from the contact person mentioned below.

SCI would prefer the new International Coordinator to start not later than January 2010.

How to apply

Please send your CV and motivation letter no later than **15 November 2009** to the SCI International President, Mihai Crisan, e-mail mihai@crisan.ro, while mentioning in the subject "Application International Coordinator". Further enquiries can also be addressed to this e-mail address.