



**Peace Brigades International**  
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[www.peacebrigades.org](http://www.peacebrigades.org)

<b>Position</b>	Office Manager
<b>Dates</b>	April 2023 – April 2024
<b>Location</b>	Brussels
<b>Hours</b>	38 hours (full time)
<b>Remuneration</b>	2,750 EUR gross per month, negotiable
<b>Benefits</b>	Benefits package in Belgium includes lunch vouchers and monthly transportation vouchers, and 13 <sup>th</sup> month
<b>Contract</b>	1-year fixed term contract, renewable

### Organisation overview

PBI is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico, Nicaragua and Nepal.

PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international coordinating headquarters (International Office), where this role is based.

For further information about PBI see [www.peacebrigades.org](http://www.peacebrigades.org).

### Purpose of the role

To manage and carry out the administrative functions of the International Office (IO).

To provide PBI's International Secretariat grant management for the European Commission funding, coordinated by the International Secretariat.

### Position in the organisation

This is a fixed term employment contract for 12 months, renewable subject to review and organizational needs. The Office Manager will be line managed by the International Governance Coordinator, and work closely with other International Office staff and volunteers.

### Place of work

The position is based in Brussels, where the International Office is located.

### Responsibilities

#### Maintain ISEC financial systems (x1,0 days)

Carry out finance administration tasks for the ISEC under the supervision of the Governance Coordinator and the Finance Manager, including:

- Administration of bank accounts overseen by ISEC
- Review and approve expense claims and invoices and make payments in accordance with internal policies

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Incorporated in the State of Washington, USA, 1982. Belgian Enterprise No. 884.150.149

- Register income and provide receipts
- Assist the Finance Manager with internal financial reporting as needed
- Administer payroll
- File and maintain all documentation to audit standards
- Periodically update finance procedures to ensure best practice and latest standards in policies and procedures are implemented

#### Maintain ISEC administrative systems (x 1.0 day)

- Provide general office management for the IO, including:
  - Maintain organization and presentation of the office space and equipment and arrange and oversee minor repairs
  - Liaise with external suppliers to ensure delivery of necessary goods and services (e.g. office building, IT company, office supplies company, maintenance company).
  - Open and distribute incoming post; arrange external post and/or couriers
- Serve as the first point of contact for external inquiries by telephone and e-mail
- Assist the Governance Coordinator with legal and HR administration support including sourcing, arranging and mailing official documentation, taking minutes and other tasks as assigned
- Maintain GDPR compliance for the IO
- Coordinate administrative and logistical support for sporadic internal meetings or events
- Participate in and take minutes of IO meetings
- Support recruitment processes for new volunteers and staff: post adverts online, research job posting sites and costs
- Oversee work plans of IO volunteers and provide support to them, if applicable

#### Support organizational communications (x 1.0 days)

- Keep PBI's contact lists and user accounts up to date
- Manage the relationship with PBI's IT provider, carry out basic IT troubleshooting and triage for the IO, and pass on information to assist in resolving issues for users across the organisation
- Oversee and manage PBI's Cloud and internal communications tools

#### Grant Management (x 2.0 days)

- Consolidate, produce and manage narrative and financial reporting for the European Commission;
- Act as main point of contact between IO, European Commission and the projects regarding grant reporting requirements and amendments;
- In coordination with Finance Manager, receive, register and distribute incoming grants to entities and partners;
- In coordination with Finance Manager, support grant specific audits and the preparation of global audits;
- Oversee the maintenance and implementation of PBI guidelines related to grant management and ensure compliance with external requirements.
- Support initiatives to improve Monitoring & evaluation in PBI

## **PERSON SPECIFICATION**

### **Essential**

- University degree in relevant subject or equivalent volunteer or employment history
- Experience of finance administration
- Experience of office administration
- Proficient in office IT skills (Excel, Word, Outlook & open-source equivalent), project management and/or online collaboration software (Zoom, Jitsi, MURAL, Mattermost, or similar).
- Excellent oral and written communication skills in English and proficiency in French or Flemish
- Self-motivating, able to work with limited supervision, under own initiative with a can-do attitude
- Eligibility to work in the EU

### **Desirable**

- Experience working in a multi-cultural and multi-lingual environment
- Experience of grant management for EU Commission
- Commitment to and understanding of PBI's principles and objectives, including experience and understanding of / or willingness to learn consensus-based decision making
- Excellent oral and written communication skills in Spanish
- Ability to build effective relationships with colleagues, partners and suppliers, including virtually
- Ability to solve problems and achieve results with limited resources

## **Application Procedure**

To apply, please send a cover letter addressing your motivation for the role and how you meet the person specifications, along with a CV in English and your potential starting date, to: [recruitment@peacebrigades.org](mailto:recruitment@peacebrigades.org). Please put "Office Manager Application – Your Name" in the subject of the email.

Please note that we are unfortunately unable to respond to candidates who have not been shortlisted.

Applications will be reviewed on a rolling basis. Shortlisted applicants might be invited to take a test.

**Application deadline:** 26<sup>th</sup> March

**Start date:** as soon as possible.

*PBI is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At PBI we believe diversity is what makes our work richer and our team stronger. We value your knowledge and commitment regardless of your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation. If you believe you can contribute to our common goal, we encourage you to apply.*