



Peace Brigades International
International Office, Development House,
56-64 Leonard Street, London EC2A 4LT, U.K.

Tel: +44 20 7065 0775
Email: admin@peacebrigades.org
Website: www.peacebrigades.org

Position:	Administrator
Dates:	1 st February 2018 (or earlier)
Location:	Brussels
Hours:	24 hours (3 days a week)
Remuneration:	Based on 24,902 EUR pro rata per annum
Contract:	Fixed term employee, renewable

JOB DESCRIPTION

1. Main purpose of the role

To support the administrative functions of the International Office (IO) and International Secretariat (ISEC).

2. Position in the organisation

This is a fixed term employment contract for 24 months, renewable subject to review. The person will be formally accountable to PBI's International Council (IC), will be line managed by the Governance Manager, and work closely with all the International Office staff.

3. Place of work

The person will be based in Brussels where the International Office will be located from 2018.

4. 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 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 office.

PBI uses a non-hierarchical model of organising and decisions are made by consensus. The General Assembly, which convenes every three years, is PBI's highest decision-making body. In between, governance and operations are the responsibility of the international councils. The international councils, committees and working groups, together with the International Office constitute the International Secretariat.

The International Office is being restructured and moved from London to Brussels in order to strengthen PBI's presence and profile and build key partnerships with policymakers, INGOs, donors and other key

Peace Brigades International - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

external stakeholders in Europe.

Other IO staff will comprise a Governance Manager, International Coordinator, Grants Manager and Finance Manager.

For further information about PBI see www.peacebrigades.org.

5. Job responsibilities

To maintain ISEC financial systems (x1.5 days)

Carry out finance administration tasks for the ISEC including:

- Administration of the bank accounts overseen by ISEC
- Donor reporting
- Review and approve expense claims and invoices, and make payments according to internal policies
- Register income and provide receipts
- Periodically update finance procedures to ensure best practice and latest standards in policies and procedures are implemented
- Assist the Finance Manager with internal financial reporting as needed
- Document and update internal mini-statements for Project and Country Group contributions to and expenses for ISEC
- Organise and deliver external donor reports for restricted funding in the ISEC budget
- Maintain all documentation to audit standards
- Monitor ISEC budget lines associated with IO office and IT costs

To maintain ISEC administrative systems (x 1 day)

- Provide office management for the IO, including supplier liaison, IT management, and updating office policies and procedures
- Be the first point of contact for external enquiries
- Carry out legal administration support including sourcing, arranging and mailing official documentation
- Coordinate administrative and logistical support for IC and IOC meetings
- Participate in and take minutes of meetings
- Distribute and open incoming post and frank mail
- Maintain postage expenditure
- Maintain the standard of the office space and arrange and oversee minor repairs
- Maintain office equipment and liaise with suppliers
- Regularly update contacts and records on Excel and Mailman databases
- Support recruitment processes for new IO volunteers and staff: post adverts, research job posting sites and costs, update procedures
- Oversee work plans of IO volunteers and provide support to them

Communications (x 0.5 days)

- Coordinate the volunteer translator network and liaise with professional translators and interpreters when necessary

Peace Brigades International - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

- Ensure regular updates and other content to the ISEC Facebook page, particularly on recruitment posts and field project activities
- Coordinate the production of the PBI Annual Review: update process documents, request information from entities, collect, organise and follow up information, liaise with author, professional translators and editor
- 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 the Cloud and create access for new users
- Stay up-to-date with developments in the IT Security Working Group (participating in calls when necessary) and implement approved measures in the international office

PERSON SPECIFICATION

	Essential	Desirable
Qualifications (minimum)	<ul style="list-style-type: none"> • University degree in relevant subject or equivalent work history in non-profit sector 	
Experience	<ul style="list-style-type: none"> • Finance administration • Office administration • Working in multi-cultural environment 	<ul style="list-style-type: none"> • Consensus decision-making • Event management
Knowledge	<ul style="list-style-type: none"> • Commitment to and understanding of PBI's principles and objectives • Proficient in basic office IT skills (Excel, Word, Outlook & open source equivalents) • Willingness to learn new IT skills (encryption, website content management) 	
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Proficiency in English and Spanish • Able to build effective relationships with colleagues and suppliers • Proven attention to detail in numeracy • Self-motivating, able to work under own initiative with a can-do attitude • Time planning and task prioritisation • Willingness to learn and use digital security tools 	<ul style="list-style-type: none"> • Ability to accurately summarise complex debates and discussions

Application procedure

Applicants should complete the accompanying application form and send it to Polyxeni Kallini at admin@peacebrigades.org. Please put "Application for Administrator" in the subject of the email.

Peace Brigades International - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

The selection process is as follows:

Deadline for applications: 5th December at 9am GMT

Interviews: To be confirmed

Start date: 1st February 2018

Please note that we are unable to respond to applicants who have not been shortlisted for interview.

PBI values diversity and has a strong commitment to equality of opportunity. All applicants will be treated on equal terms, without discrimination on any grounds, and especially for reasons of gender, ethnicity, sexual orientation or physical disability.

This position is based in Brussels, Belgium. Before appointment the successful candidate must provide proof of eligibility to work in the European Union.
