**Peace Brigades International**

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Website: [www.peacebrigades.org](http://www.peacebrigades.org/)

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| **Position** | Administrator |
| **Dates** | 1st June 2019 to 31st May 2021 |
| **Location** | Brussels |
| **Hours** | 24 hours (3 days a week) |
| **Remuneration** | Based on 24,902 EUR pro rata per annum |
| **Contract** | 2 yr 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 Finance 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 is located.

**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, where this role is based.

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 was restructured in 2018 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 external stakeholders in Europe.

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

For further information about PBI see [www.peacebrigades.org](http://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
* Support the Grants Manager with donor reporting as needed
* Organise and deliver external donor reports for restricted funding in the ISEC budget
* Monitor ISEC budget lines associated with IO office and IT costs
* Review and approve expense claims and invoices, and make payments according to internal policies
* Register income and provide receipts
* Assist the Finance Manager with internal financial reporting as needed
* Assist the Finance Manager with payroll administration as needed
* Maintain all documentation to audit standards
* Periodically update finance procedures to ensure best practice and latest standards in policies and procedures are implemented

To maintain ISEC administrative systems (x 1 day)

* Provide general office management for the IO, including purchasing, supplier liaison, IT management, and updating office policies and procedures
* Be the first point of contact for enquiries from suppliers, including Village Partenaire
* Maintain the offsite storage facility of PBI’s archive in Brussels
* Assist the Governance Director with legal and HR administration support including sourcing, arranging and mailing official documentation
* Maintain GDPR compliance for the IO
* Coordinate administrative and logistical support for IC and IOC meetings
* Participate in and take minutes of IO meetings
* Distribute and open incoming post; arrange external post and/or couriers
* Maintain the standard and presentation of the office space and arrange and oversee minor repairs
* Maintain office equipment and liaise with suppliers
* 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

Communications (x 0.5 days)

* Regularly update contacts and records on Excel and Mailman databases
* Coordinate the volunteer translator network and liaise with professional translators and interpreters when necessary
* 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 and implement approved measures in the international office

***PERSON SPECIFICATION***

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|  | **Essential** | **Desirable** |
| **Qualifications (minimum)** | * University degree in relevant subject or equivalent work history in non-profit sector |  |
| **Experience** | * Finance administration * Office administration * Working in a multi-cultural environment | * Consensus decision-making * Event management |
| **Knowledge** | * 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** | * Excellent oral and written communication skills * Proficiency in French/Flemish and English * 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 | * Spanish * Ability to accurately summarise complex debates and discussions |

***Application procedure***

Applicants should complete the accompanying application form and send it to Polyxeni Kallini at [polyxeni.kallini@peacebrigades.org](mailto:polyxeni.kallini@peacebrigades.org). Please put "Application for Administrator" in the subject of the email.

The selection process is as follows:

Deadline for applications: Monday 27th May 2019 at 9am CEST

Interviews: w/c 3rd June 2019

Start date: 1st July 2019

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.*