



**Peace Brigades International**

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

<b>Position:</b>	Interim International Governance Coordinator
<b>Dates:</b>	April 2022 – March 2023
<b>Location:</b>	Flexible
<b>Hours:</b>	3 days per week
<b>Remuneration:</b>	€2,750 gross per month. Benefits in Belgium include coverage of transportation costs, lunch vouchers and a generous leave allowance.
<b>Contract:</b>	One-year, fixed term contract.

### ***JOB DESCRIPTION***

#### **About PBI**

PBI is a non-governmental organisation, registered in the USA, which protects human rights defenders 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, Nepal and Costa Rica/Nicaragua.

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 in Brussels.

PBI promotes non-violence, uses a non-hierarchical model of organising and decisions are made by consensus. For further information about PBI, see [www.peacebrigades.org](http://www.peacebrigades.org).

#### **Purpose of the role**

This position plays a key internal role in organisational development, management and governance in Peace Brigades International (PBI). The International Governance Coordinator oversees the development and implementation of policy and best practice in finance, human resources and compliance. This position works closely with its counterpart, the International Operations Coordinator to provide a central coordinating function to the international organisation.

While this role is advertised as an interim role to cover essential governance duties while a potential re-organization of the international office is discussed, there may be an opportunity to become a permanent staff depending on the outcome of that process.

#### **Position in the organization**

The International Governance Coordinator reports directly to the International Council (IC) and has key relationships with the International Operations Council (IOC) and various committees. It is a three-day-a-week position, has two to three direct reports, and is based in PBI's International Office.

## **Place of work**

This role is normally based at the International Office in Brussels, Belgium. Considering the interim nature of the role, flexible working arrangements with regular travel to Brussels may be considered for an exceptional candidate.

## **Responsibilities**

### **Finance**

- Oversee the development and implementation of international finance strategy and policy
- Support finance staff in Country Groups and Projects to ensure timely and accountable financial budgeting, monitoring and reporting
- Oversee the coordination of the International Secretariat's budget and financial audit
- Oversee the coordination of the organisation's global budget and financial audit
- Provide support to the Finance Manager
- Ensure regular communication and exchange on finance management and auditing issues with the IC, the IOC and relevant committees

### **Human Resources**

- Oversee and develop international human resources strategy and policy
- Manage recruitment processes for the International Office
- Manage employment, volunteer and consultancy contracts for the International Secretariat
- Maintain confidential and secure human resource records
- Act as a reference point for human resource disputes, coordinating and overseeing the organisation's response as an employer

### **Governance**

- Ensure compliance with international and domestic legal requirements
- Maintain a risk management framework and oversee an organisational risk register
- Act as a reference point for legal issues
- Ensure regular communication and exchange on legal issues with the IC and relevant committees
- Convene the Finance and Audit Committee, the Human Resources Committee, and the Legal Committee
- Promote good governance within the organisation by providing support and capacity building to Country Group boards and Project Committees
- Provide support to the IC to fulfil its governance role, including secretariat support:
  - Produce the agenda and minutes for the IC meetings
  - Support follow-up on IC decisions
  - Manage recruitment and succession planning for the IC
  - Provide advice on governance matters

### **Coordination**

- Together with the International Coordinator, ensure the organisation of the General Assembly and IC-IOC Face-to-Face Meetings
- Participate in relevant coordination spaces across the organisation

### **Support functions of the International Office**

- Provide on-going oversight and support, ensure realistic and appropriate workplans, and conduct annual appraisals for staff and consultants and co-manage the international office with the International Coordinator

### **Person specifications**

- University degree in relevant subject or equivalent work history in non-profit sector
- At least three years' experience in a senior management role preferably within the not-for-profit sector
- Demonstrated professional experience in financial management
- Demonstrated professional experience in human resource management
- Expertise in organisational development and governance
- Understanding of organisational compliance requirements and risk management
- Experience working with a board
- Experience managing staff and volunteers
- Excellent oral and written communication skills, in particular the ability to effectively communicate with diverse stakeholders with varying levels of technical expertise
- Fluency in English and Spanish. A working knowledge of French would be an asset.
- Ability to work within a multi-cultural office environment and a complex, decentralised multi-cultural organisation with limited resources
- Excellent organisational and time management skills; ability to effectively handle multiple competing priorities, work independently and self-manage
- Commitment to and understanding of PBI's principles, mission and objectives. Previous experience and/or understanding of human rights protection would be an asset

### **APPLICATION PROCESS**

To apply, **please submit a CV and cover letter of maximum two pages outlining your motivation and how you meet the person specifications described above.** Shortlisted candidates may be asked to complete a pre-interview test.

Applications should be sent to: [recruitment@peacebrigades.org](mailto:recruitment@peacebrigades.org) no later than **Monday, 21 February, 2022**. Please indicate **"International Coordinator: your name"** in the subject line of your e-mail.

Unfortunately, PBI is unable to provide visa sponsorship so applicants should have the right to work in the country in which they will be based.

*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.*