



## Datamanagement Volunteer Position

<b>Duration:</b>	Depending on availability
<b>Timing</b>	January 2016 – June 2016
<b>Location:</b>	Antwerp (Den Bell, Francis Wellesplein 1, 2018 Antwerp)
<b>How to apply</b>	To apply, please send your CV and cover letter to Jan Beyne, <a href="mailto:jan.beyne@cifal-flanders.org">jan.beyne@cifal-flanders.org</a>

Supervisor of the position: Mr. Peter Wollaert, General Manager, E-mail: [peter.wollaert@unitar.org](mailto:peter.wollaert@unitar.org).

Contact person: Mr. Jan Beyne, Project Manager, Phone: +32 3 338 67 20, E-mail: [jan.beyne@cifal-flanders.org](mailto:jan.beyne@cifal-flanders.org).

CIFAL Flanders is a new Antwerp-based International Training Center for Action Learning on Sustainability Leadership, affiliated with UNITAR (United Nations Institute of Training and Research).

UNITAR is the UN training arm for social and economic development, environmental services and multilateral diplomacy. CIFAL Centres are hubs for capacity building and knowledge sharing between local and regional authorities, international organizations, the private sector and civil society.

CIFAL Flanders' core task is to promote and implement United Nations standards in the field of human rights, labor, environment, anti-corruption, business ethics and transparency by using innovative and practical learning and training methods.

The strategic execution of CIFAL Flanders' business plan includes the establishment of projects in the port industry, fashion/textiles, diamond, facilities, finance and the retail sector. Each involves strengthening business ethics and sustainability of production, trade and consumption in a very concrete, practical way so as to achieve benefits both in favour of companies and the society as a whole.

To achieve this, CIFAL Flanders developed a new methodology of sustainability training, called *Action Learning for Sustainability Leadership*. The power of action learning is built on a process combining theory with practice during an interactive peer-to-peer visit working on real challenges. The focus is to explore the sustainability initiatives of industry and international frameworks, theoretical models and best practices using the knowledge and skills of a small group of executives combined with skilled questioning, to re-interpret old and familiar concepts and produce fresh ideas.



### Detailed description of the tasks assigned:

CIFAL Flanders has the ambition to be the benchmark in terms of Action Learning for Sustainability Leadership: innovative and practical learning and training methods for business ethics and sustainability, complementary to existing academic and business school programs, within the business community, government, the society, trade unions, and the academic world.

We are currently seeking a volunteer in **Datamanagement** to assist with the organization's database and contactlists. The position offers a learning opportunity in a small and motivated team for a graduate who is interested in Corporate Social Responsibility and Sustainable Development.

### On the basis of this perspective, the candidate will be assigned the following tasks:

1. Be responsible in the further development of the CIFAL Flanders database.
2. Updating of the contact list.
3. Support with general administrative and organisational tasks.
4. Assist office staff in researching new strategic contacts.

### Specific requirements for this internship:

**Academic qualification:** Bachelor degree or equivalent in Business Management, Communication, Datamanagement, Strategic Management, or in any other related field relevant to the themes addressed by the offer..

**Language skills:** Excellent in written and spoken Dutch.

**Computer literacy:** IT and database management.

**Work experience:** not required, but does form an asset

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