



**cifal**  
Flanders



United Nations Institute for Training and Research

**unitar**

# TRAINEE PROJECT MANAGER

## *Traineeship Position*

### DETAILS

**Duration:** Six months

**Timing:** August 2020 - February 2021 (negotiable)

**Location:** Antwerp (Coveliersgebouw, Boomgaardstraat 22, 2018 Antwerp)

**Remuneration:** The Flanders Trainee Programme assists in subsidies. More information available through [www.fdfa.be/ftp](http://www.fdfa.be/ftp)

Grant criteria:

- You must be younger than 35 years at the starting date of their work placement
- You must be holder of a final diploma, obtained at an institution of secondary or higher education, financed or subsidised by the Flemish Community.

**How to apply:** To apply, please send your CV and cover letter to Mathilde Van Caekenbergh [mathilde.vancaeckenbergh@cifal-flanders.org](mailto:mathilde.vancaeckenbergh@cifal-flanders.org).

**Deadline:** 31 May 2020

Supervisor of the position: Peter Wollaert, Managing Director

Contact person: Mathilde Van Caekenbergh, Project Manager, Phone: +32 3 338 25 23,  
E-mail: [mathilde.vancaeckenbergh@cifal-flanders.org](mailto:mathilde.vancaeckenbergh@cifal-flanders.org)

### DESCRIPTION OF OUR ORGANISATION

CIFAL Flanders is the International Training Centre for Authorities and Leaders affiliated with UNITAR and located in Antwerp. CIFAL Flanders is one of the 17 international training centres of the CIFAL Global Network, the principle training arm of the United Nations, with headquarters in Geneva.

The mission is to promote peace, human rights & sustainable development and the declarations, principles and guidelines of the United Nations, with focus on Agenda 2030 & Sustainable Development Goals (SDGs). CIFAL Flanders conducts Action Learning trainings to empower leaders in society and to link theory to practice in national and subnational policies, local authorities, trade unions, civil society, academia and businesses.

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 **Trainee Project Manager** to assist with the organisation's strategic and training activities and services. The internship offers a learning opportunity in a small and motivated team for a graduate who is interested in Corporate Social Responsibility and Sustainable Development as well as in dealing with governments, companies, civil society, the academic world, foundations and the United Nations.

### On the basis of this perspective, the candidate will be assigned the following tasks as a Project Manager:

- Be jointly responsible for the strategic execution of CIFAL Flanders' Business plan, including the establishment and execution of Action Learning – training projects
- Be responsible in coordinating partnerships and assisting in the establishment of future partners
- The organisation of sector-specific courses and workshops
- Assist office staff during the events organised by CIFAL Flanders and in their evaluation afterwards
- Assist staff with administrative and other tasks as needed

### Specific requirements for this internship:

**Academic qualification:** University degree preferably at Masters level or equivalent in Business Management, Economic Studies, International Business Relations, Strategic Management, or in any other related field relevant to the themes addressed by the offer.

**Language skills:** Excellent in written and spoken Dutch, French and English. A native French speaker is an important asset.

**Computer literacy:** IT and database management (Teamleader), knowledge of website management (Wordpress), MS Office (Word, Outlook, Publisher) and social media (Twitter, LinkedIn, Facebook) are good assets.

**Work experience** (not required, but does form an asset): corporate social responsibility and/or business ethics and/or sustainability labeling systems and/or stakeholder management and/or company foundations; Experience in organising large events would be an asset as well as experience in international level.

**Additional skills/requirements:** Excellent analytical and organisational skills, good written and oral communication skills, proven ability to work in a multicultural environment, good team orientation, ability to multitask.

