



# TRAINEE PROJECT MANAGER

## *Traineeship Position*

### DETAILS

<b>Duration:</b>	Six months
<b>Timing:</b>	August 2021 - February 2022 (negotiable)
<b>Location:</b>	Antwerp (Coveliersgebouw, Boomgaardstraat 22, 2018 Antwerp)
<b>Remuneration:</b>	The Flanders Trainee Programme assists in subsidies. More information available through <a href="http://www.fdfa.be/ftp">www.fdfa.be/ftp</a>

#### Grant criteria:

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

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

**Deadline:** 20 June 2021

Contact person: Mathilde Van Caeckenbergh, Project Manager, Phone: +32 472 53 91 16,  
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 22 international training centers of the CIFAL Global Network, the principal training arm of the United Nations, with headquarters in Geneva. CIFAL Flanders is a centre of expertise on the SDGs offering trainings, project development and coaching.

Our mission is to promote peace, human rights & sustainable development, and the declarations, principles, and guidelines of the United Nations, with a focus on the Agenda 2030 and its Sustainable Development Goals (SDGs). CIFAL Flanders conducts Action Learning training 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, during which CIFAL Flanders will be working on real challenges.

## 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, civil society, trade unions, and the academic world. Our organization is characterized by a wide range of impact-driven projects and activities.

We are currently seeking a **Trainee Project Manager** to assist with the organization'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, and the United Nations.

### The candidate will be assigned the following tasks as a Trainee 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 for coordinating partnerships and assisting in the establishment of future partnerships
- The organization of sector-specific courses and workshops by preparing and assisting training
- Assist office staff during the events organized 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 organizing large events would be an asset as well as experience in an international work environment.

**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.