



VACANCY TRAINER & PROJECT MANAGER

Full-time, fixed-term position

DETAILS

Start	December 2023 – January 2024
Location	Antwerp
Type of contract	Full-time (39h/week) contract with fixed-term of one year. Possibility to get a permanent contract after one year.
Application deadline	31 October 2023
How to apply	Please send your CV and cover letter to Mathilde Van Caeckenbergh 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 31 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, based on 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 build capacities for sustainable development. Our expertise and activities are targeted at leaders in society including local authorities, business, academia and other organisations.

<https://cifal-flanders.org/>

DETAILED DESCRIPTION OF THE JOB

CIFAL Flanders has the ambition to be the benchmark in terms of Action Learning for Sustainability Leadership: we offer innovative and practical learning and training methods on sustainable development and business ethics. Our organisation is characterised by a wide range of impact-driven projects and training activities related to the UN SDGs. We are currently seeking a **Trainer & Project Manager** to develop, coordinate and execute these strategic and training projects.

The candidate will:

- Inspire, guide, provide insights and train organisations to translate the SDGs into their work and integrate sustainability into their strategies.
- Design, assess and evaluate our training programmes namely our [PCA2030 trajectory](#)
- Further develop the CIFAL Flanders' Action Learning Methodology and other training materials.
- Independently set up and manage Action Learning training projects such as sector-specific courses and workshops, providing the necessary materials and other deliverables.
- Manage and coordinate with training, strategic and network partners and understand their challenges and needs.
- Follow-up on trainings, projects, partnerships and subsidies including scope, budget, timeline, milestones and deliverables, from initiation to completion.
- Coordinate the work of junior colleagues (trainees) and provide effective coaching to them.
- Network, actively look for and identify new business opportunities and act as an internal and external advocate for the organization.
- Confidently and effectively give public speeches and present for large groups of individuals.

SPECIFIC REQUIREMENTS

Skills/knowledge: knowledge of sustainable development, the UN 2030 Agenda for Sustainable Development and the SDGs, presentation and public speaking skills, strong didactic and pedagogical skills, project management skills, good written and oral communication skills and good team orientation with the ability to work independently.

Work experience: 2 years of work experience in the field of corporate social responsibility and/or business ethics and/or stakeholder management and/or company foundations.

Academic qualification: University degree preferably at Masters level or equivalent in Sustainability Science, Business Management, Economics, International Relations, Strategic Management, or in any other related field.

Language skills: excellent in written and spoken Dutch, French and English. Spanish is an asset.

Computer literacy: knowledge of IT and database management (Teamleader), website management (Wordpress), MS Office (Word, Outlook, Publisher), social media (Twitter, LinkedIn, Facebook) and Project Management (Monday) is an added value.

OUR OFFER

The position offers a learning opportunity in a dynamic self-managing environment for who feels passionately for Sustainable Development, human rights and good governance, and is interested in working closely with governments, companies, civil society organisations, academic institutions and the United Nations.

The candidate will join a small but motivated team driven to contribute to a sustainable and inclusive society.

A flexible combination of home and office work is our standard, also in non-COVID-19 times.

We offer the candidate a full-time fixed-term contract for one year. There is the possibility to get a permanent employment contract after one year.

A competitive salary (*Barema: 200000 / 3.2 (Klasse C Loonschaal II)*) is supplemented with additional benefits such as meal vouchers, ecocheques, mobile phone subscription... and above all, a lot of fun and satisfaction.

CIFAL Flanders is committed to the principles of employment equity and to diversity in its workforce.