



# VACANCY OPERATIONS MANAGER

## Full-time, fixed-term position

### DETAILS

Start	August/ September 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	<b>August 23 2024</b> (midnight)
How to apply	Please send your CV and cover letter to Marijke Janssens, <a href="mailto:marijke.janssens@cifal-flanders.org">marijke.janssens@cifal-flanders.org</a>

### 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.

## 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 **Operations Manager** to develop, coordinate and execute these strategic and training projects.

### The candidate will be responsible for:

- **Facility management:** optimising the workflow, project management and IT & management processes, and office administration & procurement.
- **Finance:** invoicing, screening new potential subsidies, writing new project proposals, processing financial results, drafting the budget (for the organisation as for different projects), reporting (financial) numbers to our stakeholders etc.
- **Governance:** drawing up presentations at executive level for the Board of Directors, presenting the financial results, writing meeting minutes, creating action plans, organising strategic meetings etc.
- **HR best practices:** establishing and implementing wage administration, selecting and interviewing candidates. Mentoring and coordinating the work of junior colleagues (trainees) and provide effective coaching.

## SPECIFIC REQUIREMENTS

**Skills/knowledge:** facility management skills, analytical skills and strategic planning. Good written and oral communication. Knowledge of financial management and problem-solving. People management and leadership skills, good team orientation with the ability to work independently.

**Work experience:** work experience in the field of governance, finance, facilities and/or HR management.

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

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

**Computer literacy:** knowledge of IT and database management (Dropbox, Teamleader, Zoom), MS Office (Word, Outlook, PPT, Excel, Teams), and Project Management (Monday).

## 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, telework fee, hospitality insurance, transport reimbursement ... 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.