



# TRAINEE PROJECT MANAGER

*Paid Traineeship Position*

## DETAILS

<b>Duration:</b>	Six months
<b>Start:</b>	As soon as possible
<b>Location:</b>	Antwerp
<b>Language:</b>	Dutch
<b>How to apply:</b>	To apply, please send your CV and cover letter to Bridget Thielens <a href="mailto:bridget.thielens@cifal-flanders.org">bridget.thielens@cifal-flanders.org</a>
<b>Deadline to apply:</b>	16 September 2024
<b>Contact person:</b>	Bridget Thielens, Trainer & Project Manager <a href="mailto:bridget.thielens@cifal-flanders.org">bridget.thielens@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 international training centres 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. Our organisation is characterised by a wide range of impact-driven projects and activities.

## DESCRIPTION OF THE TRAINEESHIP

We are currently seeking a **Trainee Project Manager** to assist with the organisation's strategic and training activities. The traineeship offers a learning opportunity in a small and motivated team for someone who is interested in Sustainable Development and Corporate Social Responsibility 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 establishing future partnerships
- The organisation of sector-specific courses and workshops by preparing and assisting training
- Assist office staff before, during and after the events organised by CIFAL Flanders
- Assist office staff with administrative and other tasks

### Specific requirements for this traineeship:

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

**Work experience** (not required, but is an asset): corporate social responsibility, business ethics, sustainability labelling systems, stakeholder management, company foundations; experience in organising large events; experience in an international work environment.

**Language skills:** Excellent in written and spoken Dutch, good in written and spoken French and English. A native French speaker is a valuable asset.

**Computer literacy:** IT and database management (Mailchimp, Teamleader, Monday), knowledge of website management (WordPress), MS Office (Word, Outlook, PowerPoint) and social media (Twitter, LinkedIn, Facebook).

**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, and ability to multitask.

### What can you expect from this traineeship?

#### Learning opportunities

- Putting knowledge about the UN 2030 Agenda, Sustainable Development and Corporate Social Responsibility into practice.
- Strengthening your communication and project management skills by working independently on CIFAL projects.
- Building an extensive network of business, governmental and academic contacts, both in Antwerp, Flanders and internationally.
- Asset for future job opportunities.

#### Paid Traineeship

#### Holidays

During the traineeship, you will receive 9 days of holiday (1,5 days per month). CIFAL Flanders' has a fair and flexible holiday policy to accommodate religious observance or other needs.

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