



cifal
Flanders



United Nations Institute for Training and Research

unitar

TRAINEE PROJECT MANAGER

Paid Traineeship Position

DETAILS

Duration: Six months

Start: January

Location: Antwerp

Language: Dutch

Remuneration: Through the Flanders Trainee Programme (www.fdfa.be/ftp). *Grant criteria:*

- You must be younger than 35 years at the starting date of the traineeship placement
- You must be a 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:

- Bridget Thielens Lomo, Trainer & Project Manager
bridget.thielens@cifal-flanders.org
- Meron Mengesha, Operations Manager
meron.mengesha@cifal-flanders.org

Deadline to apply: 15 December 2024 (Please note, the vacancy will remain open until the position is filled, so we encourage you to apply as soon as possible.)

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, and sustainable development by upholding the declarations, principles, and guidelines of the United Nations, with a particular focus on the 2030 Agenda and its Sustainable Development Goals. 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 provides a valuable learning opportunity within a small, motivated team for individuals interested in sustainable development, corporate social responsibility, and engaging with governments, businesses, civil society, higher education, 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 establishing and executing Action Learning training projects.
- Be responsible for coordinating partnerships and establishing future partnerships.
- Organise sector-specific courses and workshops by preparing and assisting in training.
- Assist office staff before, during, and after events organised by CIFAL Flanders.
- Assist office staff with administrative, communication, 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 proficiency in written and spoken Dutch, strong skills in written and spoken French and English (native French speaking is considered 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, in Antwerp, Flanders and internationally.
- Asset for future job opportunities.

Remuneration: The Flanders Trainee Programme assists in subsidies. More information is available at www.fdfa.be/ftp. *Grant criteria:*

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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 diversity in its workforce.