



TRAINEE PROJECT MANAGER

Paid Traineeship Position

DETAILS

Duration:	Six months
Start:	July/August 2025 (negotiable)
Location:	Brussels
Language:	Dutch
Deadline to apply:	30 April 2025

DESCRIPTION OF OUR ORGANISATION

CIFAL Flanders is the International Training Centre for Authorities and Leaders affiliated with UNITAR and located in Brussels. It 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 training, 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. Through Action Learning training, we empower leaders in various sectors – including government, business, civil society and academia - society and to link theory to practice. 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 (m/v/x)** to assist with the organisation's strategic and training activities. The traineeship offers a valuable learning opportunity within a small, motivated, and impact-driven team. It is an opportunity for individuals eager to gain hands-on experience in sustainable development, corporate social responsibility, and stakeholder engagement with governments, businesses, civil society, higher education, and the United Nations.

Key responsibilities:

- Support the execution of CIFAL Flanders' strategic business plan by actively contributing to initiatives and projects, while gaining hands-on experience.
- Support the development and coordination of partnerships while exploring opportunities for future collaboration.
- Organise sector-specific courses and workshops ensuring high quality training experiences by preparing and assisting in training.
- Play an active role in planning and executing CIFAL Flanders' events, managing logistics and content preparation.

- Assist office staff with administrative, communication, and other tasks.

Specific requirements for this traineeship:

Educational background: 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: Relevant experience in corporate social responsibility, business ethics, sustainability, stakeholder management, and organising large events is a plus, but not mandatory. Experience in an international work environment is also valuable. We value a learning mindset.

Language skills: Excellent proficiency in written and spoken Dutch, strong skills in written and spoken French and English (native French speakers are encouraged to apply)."

Computer literacy: Familiarity with IT and database management (Mailchimp, Teamleader, Monday), website management (WordPress), MS Office (Word, Outlook, PowerPoint) and social media (LinkedIn, Facebook) is beneficial

Additional skills/requirements: Strong analytical and organisational skills, effective communication abilities and a proactive attitude. Capacity to work independently and in a multicultural team, and ability to multitask.

What we offer?

Paid Traineeship

Learning opportunities

- Hands-on experience in implementing the UN 2030 Agenda, Sustainable Development and Corporate Social Responsibility.
- Strengthening your communication and project management skills by working independently on CIFAL projects.
- Opportunities to build a professional network of business, governmental and academic contacts, in Belgium and internationally.
- Valuable professional experience to enhance future career opportunities.

Work environment & flexibility:

We offer a hybrid working environment with a combination of office-based and remote work. Our office in Brussels is easily accessible and within walking distance of public transport.

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 requirements.

At CIFAL Flanders, we believe diverse perspectives strengthen our impact. We encourage candidates of all backgrounds, experiences, and identities to apply, including those who may not meet every requirement but are eager to contribute.

How to apply:

Send your CV and motivation letter to Bridget Thielens Lomo bridget.thielens@cifal-flanders.org and Camila Salazar camila.salazar@cifal-flanders.org with the following subject line: "Traineeship Project Manager".

Contact person:

- Bridget Thielens Lomo, Trainer & Project Manager
Bridget.thielens@cifal-flanders.org +32495724166
- Camila Salazar, Project & Communications Manager
Camila.salazar@cifal-flanders.org +32487627932