

VOICE PROGRAMME COORDINATOR

This is a senior position in a small international team in the VOICE Secretariat. The Programme Coordinator supports the Director in the functioning and development of the NGO network in the framework of the VOICE Strategic Plan 2019–2023.

In collaboration with the Director, the position-holder is responsible for ensuring the implementation of the objectives and activities of the VOICE annual work programme. In addition to contributing to quality services to the membership, the Programme Coordinator is in charge of managing institutional donors' support and specific policy portfolios. He/She manages designated team members and oversees the smooth running of the Secretariat as required. The Programme Coordinator reports to the VOICE Director and is also the Deputy when required.

Main responsibilities

- Provide strategic advice and support to the Director to profile and develop the network
- Drafting and implementation of the VOICE annual work programme and related budgets
- Facilitation of working-groups and activities enabling network positioning
- Support members in their relations with DG ECHO regarding operational, financial and legal aspects and promote evidence-based advocacy
- Identify opportunities, draft grant applications, monitor their implementation and write reports to institutional donors
- Oversee internal management, financial procedures and HR processes as required
- Support the smooth functioning of the Board meetings
- Representation, speaking engagements and networking with relevant stakeholders

Requirements

- 5 to 8 years proven experience in the humanitarian and/or development sector preferably in an NGO environment
- Experience in project management and with institutional donors
- Solid knowledge of the functioning of the EU institutions and procedures
- Strong analytical capacity and organisational skills, strategic thinking and practical approach to problem solving
- High degree of accountability, diligence, sense of responsibility and team spirit
- Relevant studies at Master level
- Excellent command of the English language (spoken/written) to native or near-native level and fluency in French
- Excellent communication, writing and networking skills
- Solid computer skills and in Microsoft Office environment
- Ability to work both independently and as a collaborative team leader in a multi-cultural working environment

Highly desirable

- Field experience in crisis-affected countries in a management role
- Compliance-related experience
- Knowledge of DG ECHO procedures with NGO partners



*Applicants should be based in Belgium and have a valid work permit.
We offer a time-limited contract for one year, potentially renewable.
Remuneration in line with Brussels NGO standards.
Desired starting date: asap*

Please email **your application** in English to voice@VOICEeu.org by **11 December 2020 the latest**, write *Programme Coordinator Position* in the subject line, as well as your name and surname, and include:

- A cover letter of no more than one page outlining your motivation for the position
- A CV of maximum two pages including references.

We will review applications **on a rolling basis**. Only short-listed candidates will be contacted.