

Job Title – Administrative Assistant – UNHCR Strategic Partnership

Background Information

The European Council on Refugees and exiles (ECRE) is a pan-European alliance of 90 NGOs protecting and advancing the rights of refugees, asylum seekers and displaced persons. In order to respond to the unprecedented developments in Europe, ECRE and UNHCR have joined forces through a strategic partnership (SP) to develop and promote discussions on the possible options or the future of the Common European Asylum System (CEAS). Building on existing work, the aims of the SP are the following:

- To strengthen NGO coordination at Brussels level and to maximize the impact of advocacy and campaigning work;
- To strengthen UNHCR-ECRE cooperation through a formal channel of dialogue between ECRE secretariat and UNHCR Bureau for Europe;
- To further develop joint UNHCR and ECRE advocacy activities through discussions with decision makers (European Commission, Council, European Parliament) on the reform of the CEAS.

Job purpose: The purpose of this position is to assist with all practical and logistical aspects of the ECRE/UNHCR Strategic partnership. The administrative assistant is also expected to support research and communication activities upon request. The strategic partnership is a key vehicle for ECRE's advocacy and it will support all aspects of ECRE's work, including legal, policy and advocacy work.

Start date: March 2018 **Location:** Brussels

Line Management: Reports to the Senior Legal Officer leading the Strategic Partnership.

Key responsibilities:

1. Event management:

Under the supervision of the Senior Legal Officer, the administrative assistant will be responsible for the organization of events planned within the framework of the ECRE/UNHCR SP. In line with the agreed work plan and methodology, the administrative assistant will be responsible for planning and coordinating logistical tasks ahead and during the events. He/she will be responsible for submitting timely and accurate expense reports.

2. Background Research and communication activities

Under the supervision of the Senior Legal Officer, the administrative assistant will carry out background research as appropriate:

- Monitor relevant legal and policy developments
- Identify and compile existing background material
- Write reports and minutes of the events
- Contribute to the ECRE Weekly Bulletin

3. Assist with coordinating, maintaining and developing the ECRE/UNHCR SP

Assist with running monthly ECRE/UNHCR meetings, including taking minutes; assist with

administrative/miscellaneous tasks as agreed with the Senior legal Officer.

Personal specification:

Education/qualifications:

University degree in law, politics or similar;

Good knowledge of EU institutions

Proven knowledge and interest in refugee rights and the Common European Asylum System;

Skills:

Strong organizational skills

Ability to work independently with high level of initiative

Ability to work in a team and relate to other colleagues

Proactive, with a problem-solving approach; reliable and responsible; flexible and able to contribute to office life;

Experience in project management;

Diplomatic and discreet with strong interpersonal skills

Languages

Fluent written and spoken English;

Working knowledge of other European languages is an asset.

Terms and conditions

Paid internship for 12 months (brutto 900 euros) (Belgian Contract – Contrat d’immersion professionnelle) with a trial period of 3 months. The applicant needs to have permission to work in Belgium.

Equal Opportunity Statement:

ECRE aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political opinion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

Persons with a refugee background are strongly encouraged to apply for all positions at ECRE.