

Call for:
OBESSU Programme Assistant
(part-time 80%)

- Short term contract -
Application submission deadline:

Rolling basis

OBESSU is looking for a Programme Assistant who will work under the supervision of the OBESSU Secretary General to ensure the implementation of the OBESSU Workplan and Implementation plan until the end of the current year. The Programme Assistant will directly manage the logistics of events supervised by the Secretary General and will support in project management and reporting. The assistant will also work in direct cooperation with designated Board Members and in cooperation with other members of the OBESSU Secretariat on ad-hoc tasks.

The Programme Assistant will be responsible for:

- **Support to the Secretariat (50%)**
 - Prepare and support logistics of the Council of Members to be held in December 2019, including minute taking
 - Support the logistics (including visa and flight booking) for the Global Meeting on Refugee and migrant education with students' eyes to be held in December 2019 in Geneva
 - Support the general office management (e.g. supplies, printing invoices, small administrative duties)
- **Project management (10 %)**
 - Support in the management of the European Youth Foundation's "PeerPower" annual workplan and its reporting
- **Support in policy and campaigning (30%)**
 - Support the Secretariat in the Implementation of the International Students Day campaign (17th November)
 - Support the Secretariat in the implementation of the 100 Million campaign
 - Support the Secretary General in revising policy briefings to Board Members
- **Other tasks (10%)**
 - The Secretariat of OBESSU is small, the workload can be high at certain times and unexpected tasks often appear. All Secretariat members are expected to help each other with ad hoc tasks.

The ideal profile of the candidate is described at the bottom of the this document.

Time investment: Part time position (30 h / week). Occasionally work during weekends whenever necessary, with time off in lieu as compensation. The position might require travels in Europe several times during the year.

Type of contract and conditions Fixed term contract ending December 2019, under Belgian law, with a salary of 1400 EUR **gross**. Additionally:

- Proportional compensation of monthly ticket for public transportation within Brussels
- Lunch vouchers of the face value of 6 EUR/day
- travel costs covered when travelling for OBESSU

Application procedure and agenda

- Send your curriculum vitae together with the **completed application form** to: jobs@obessu.org. Only official application forms will be taken into consideration. You can find it at: <http://bit.ly/2os7y4x> . Please do only send the form and no motivation letter.
- The OBESSU Secretariat will receive all applications **on a rolling basis**
- Suitable candidates set of candidates will be invited for an interview in Brussels. Skype interviews will also be taken into consideration.
- The call for applications **will be closed as soon as the most suitable candidate is found**.
- Please note that OBESSU will not be able to meet the travel costs incurred when travelling to the interview, nor the costs connected with relocation if offered a job.
- All applicants should have the right to live and work in Belgium. OBESSU regrets, but we cannot sponsor work permits.

The selected person would ideally start working in the Secretariat of OBESSU **as soon as possible, ideally already in October 2019**

OBESSU is an equal opportunities employer, dedicated to inclusion and diversity.

Profile of applicants for Programme Assistant at OBESSU

	Essential:	Desirable:
Education	<ul style="list-style-type: none"> - Finished secondary education or vocational training. (Preferably accounting or management) 	<ul style="list-style-type: none"> - Higher education in a relevant field (i.e. Accounting, Finance, International Management, Business Administration...) is an asset.
Languages	<ul style="list-style-type: none"> - English: fluent, very good comprehension, excellent writing and oral communication. - Experience of working within English speaking organisations. 	<ul style="list-style-type: none"> - Knowledge of French or Dutch is considered a strong asset. - Active or passive knowledge of any other language considered an asset.
Experience	<ul style="list-style-type: none"> - Basic experience of project management. - Experience in working as supporting staff - Experience in logistical organisation of small and medium size event (around 60 people) - Experience in writing short briefings and reports 	<ul style="list-style-type: none"> - Experience working with Membership Based organisations - Experience of working at international level. - Experience in administrative or logistical positions
Knowledge	<ul style="list-style-type: none"> - Basic knowledge of European education policy 	<ul style="list-style-type: none"> - Understanding of student rights and education policy and campaigning
Skills and attitudes	<ul style="list-style-type: none"> - Works proficiently with Office software, especially Excel - Works with online project management tools - Is comfortable working the direct supervision of a colleague - Is a quick learner - Works well independently, but is also a team player 	<ul style="list-style-type: none"> - Diverse IT skills - Is eager to engage in enhancing the logistics process of the organisation - Is open to travelling and adapting to different work environments

	<ul style="list-style-type: none">- Able to take initiative and find creative solutions.- Communicates clearly and- Handles complex situations and heavy workload.- Has a strong desire to work in an intercultural team.	
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For more information, please send an email to: [jobs\(at\)obessu.org](mailto:jobs(at)obessu.org) or call OBESSU secretariat: +32 (0) 2 893 24 14