



# EU Facility Officer

**Closing date: Friday 6 January 2024 @ 23:59 GMT/BST/EAT**

**Interviews:** January 2024

**Location:** Based in Brussels, Belgium

**Contract:** One year initially, but with the aim to extend

**One Oxfam Grade: D2**

**Salary and benefits:** Annual gross salary of 44 105 euros. Benefits include (but not limited to): 25 days holiday (plus public holidays); pension scheme; life assurance cover; travel and personal accident policy; representation allowance; workplace counseling service.

Oxfam International is unable to guarantee the obtaining of a work permit for the role. Candidates must have and be able to retain the legal right to work in Belgium.

**Flexible working:** Flexibility is key to how we work within Oxfam, so we're open to talking through the type of working arrangements that might work for you. This role, like any other role in the Oxfam EU office, is partially home-based (max 2 days a week for a full-time position). We support (limited) remote working and offer a budget for home-office setup.

**Our commitment to diversity and inclusion:** We are committed to ensuring diversity and gender equality within our organization. Within the Oxfam EU office, we are actively looking for colleagues with roots in the Global South and colleagues from Central and Eastern Europe, and we are committed to provide reasonable accommodations for candidates with disabilities and/or neurodiversity.

## The role

**Oxfam International (OI) EU Advocacy Office is seeking an enthusiastic and creative Facility Officer to support** the overall efficient management of the OI EU Office by providing effective business assistance in the administration of the office, facility and wellbeing, logistics of events coordination, and IT and office equipment (refer to full [job description here](#))

This post will be part of the OI EU Advocacy team, which is mostly based in Brussels, Belgium. The team focuses on the European Union institutions, primarily the European Commission, Council, and Parliament, advocating for sustainable, inclusive, and accountable programming and policies, and on the Organisation for Economic Co-operation and Development (OECD). The team also acts as a service hub for the Oxfam Confederation, supporting country offices and partners to engage with the EU in Brussels, the OECD in Paris, and in countries (EU Delegations), as well as coordinating efforts amongst European affiliates regarding European and aid policies.

## Who we're looking for

The ideal candidate has high self-awareness and is a relationship builder and enabler. They are also able to tick off the following criteria:

- Experience supporting the work of a team of 30 members and/or a fast-paced office environment with multiple competing priorities.
- Positive attitude and proactive, problem-solving approach.



- Excellent organizational and time management skills.
- Ability to work well as part of a team.
- Able to increasingly work independently.
- Excellent communication skills, with excellent English (C1 level based on the [Common European Framework of Reference for Language](#)).
- Ability to think and work in a multi-disciplinary way and multi-cultural environment.
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Commitment to Oxfam's values and feminist principles.

### **Desirable**

- Previous experience in a similar role in the (I)NGO sector would be valuable.
- Ability to multi-task efficiently while remaining attentive to details.
- Good knowledge of the French language (understanding, reading, writing, and speaking).
- Lived experience with intersecting systems of oppression, with knowledge and experience on how power and privilege play out in the contexts in which Oxfam works.

### **What we offer**

This role will allow you to act as a key contributor to the administrative team at Oxfam. We believe that every aspect of our work can lead to a positive outcome. If you have the same opinion, together with the ability to meet the challenges involved, this role offers scope for immense personal fulfillment – as well as outstanding opportunities to develop your career.

Oxfam is committed to providing a fair compensation package and to providing a flexible, supportive working environment.

The gross salary is € 44 105 per annum based on a 36-hour week, together with contractual benefits of 25 days holiday per annum and local public holidays; Life insurance at 1 or 2 x salary; 6 per cent employer contribution to the Complementary Pension Scheme with company NN Insurance Belgium. You will receive a representation allowance of net € 170 per month and a transport allowance of net € 49 per month.

### **How to apply**

Please submit your application by email to [eu@oxfam.org](mailto:eu@oxfam.org) with the subject "Application EU Facility Officer" and attach **one document that includes your up-to-date CV and a short cover letter** clearly explaining your motivation and suitability against the essential criteria in the job profile. **Please keep the document to 3 pages max. where you dedicate the CV to 2 pages max and the cover letter to 1 page max. Kindly note that only shortlisted candidates will be contacted- usually within 2 weeks of the closing date.**

If you have any questions about the job, please contact [eu@oxfam.org](mailto:eu@oxfam.org).

### **About us**

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.



We are an international confederation of 21 organizations (affiliates) plus the Oxfam International Secretariat, working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by our core [values](#): Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.

**Our commitment to equality and diversity:** At Oxfam we recognize that there is no economic, social, and environmental justice without gender justice. Feminist principles guide all our action and interaction.

We are committed both to promoting equality and diversity within the organization and to Equal Opportunities in employment. We believe in equality of opportunity regardless of race or racial group (including colour, nationality, ethnicity, national origins), religion or belief, age, disability, sexual orientation, sex, gender re-assignment and gender identity, marriage and civil partnership, and pregnancy, maternity and paternity. All employment decisions are made entirely on merit. Take a look at our [feminist principles here](#).

**Our Commitment to Feminist Principles:** As Oxfam, we have committed to using feminist principles to guide our work and to support us in our journey to live our values every day. Through engagement with feminist principles we want to create an accountable Oxfam. As the Independent Commission pointed out: “Feminist leadership principles are widely accepted as fundamental to an approach that recognizes and addresses power dynamics, intersectionality, and the context in which people work.”

**Our commitment to safeguarding:** Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam International Secretariat also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, if a job applicant has been employed by another member of the scheme, we will request information from that organization about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her/they understanding of these recruitment procedures.