



**Partnership Officer
Plan International EU Office
Brussels, Belgium.**

Preferred starting date: 11 January 2021
Based in: Brussels, Plan International EU Office.
Status: Full-time (5 days/week, 37.5 hrs.)

About Plan International

Plan International is an independent international cooperation and humanitarian organisation that advances children's rights and equality for girls. We support children's rights from birth until they reach adulthood. We believe in the power and potential of every child and in gender equality. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls and young women who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing all children and especially girls. We are active in over 80 countries across the world.

The purpose and ambition of Plan International EU Office is to advance children's rights, equality for girls and youth in particular in the EU's external action. In line with Plan International's Global Strategy, *One Million Reasons*, and the EU Office's 5-year strategy, we will contribute to ensuring that 100 million girls learn, lead, decide and thrive.

Plan International is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We strongly encourage women and people of all genders, minorities, individuals with disabilities or members of other underrepresented groups to apply. In addition, if you do not meet all the requirements and are very interested by the position, you can still apply by letting us know what you would bring to the work of Plan International.

Job Description

This is an exciting opportunity for a dynamic individual to join our EU Partnership Team to support us in implementing Plan International Europe's Partnership and Funding strategy, in relation to international cooperation, humanitarian aid and peace building. Focus will be on ensuring that EU development and humanitarian aid funding takes into account children's rights and needs, in particular those of girls and young women.

Overall Purpose of the Job

Supporting the EU Partnership Team in implementing the Plan International Europe Partnership/Funding strategy, by strengthening the internal coordination process for funding opportunities across the organisation and acting as reference desk for the implementation and management of projects funded by DEVCO and ECHO.

Your responsibilities:

A. Strategy

- To support the EU Partnership Team in the development of strategies and annual work plans, in particular regarding DEVCO and for ECHO.

B. Operation and implementation

- To monitor upcoming EU funding opportunities and Thematic Programmes in general.



- To support the accountability of the DEVCO Global Account Management (DEVCO GAM) and the ECHO Global Account Management (ECHO GAM), mainly in internal coordination between Plan National Offices (NOs) and with Country Offices (COs) for DEVCO funding, and in internal coordination between FPA holders for ECHO.
- To support NOs and COs applying for and covering the entire project cycle in the Regions and in Europe.
- To advise NOs and COs on EU compliance rules in implementing EU grants.
- To review project proposals.
- To conduct quantitative and qualitative analysis of EU funding for Plan International.
- To coordinate bi-monthly EU funding updates and newsletter articles to inform NOs, ROs and COs of funding opportunities, grant allocation and progress in programs implemented by Plan International and other news from the EU.
- To develop and design EU funding trainings covering the entire project cycle in the Regions and in Europe.
- To develop tools to support NOs and COs in the different phases of the project cycle and different stages of the proposal.
- To develop and keep up to date Plan International's databases on the status of applications, successful proposals, lessons learned and best practices including dissemination and knowledge management.
- To coordinate the organisation's registration in and use of the EC's online project and proposal platforms, in particular the new Funding, Tenders and Project Management portal (OPSYS).

C. Outreach and Networking

- To represent Plan International in meetings with the European Institutions as well as within NGO networks.

D. Teaming

- To guide the work of the Partnership Assistant.

Your profile:

1. Experience and Knowledge

- At least 3 years of working experience in a relevant field.
- At least 1 year working on/for EU projects will be an asset.
- Excellent knowledge of EU funding mechanisms, and in particular ECHO & DEVCO compliance;
- Strong interest in children's rights, girls' rights and/or human rights. Activism in these areas will be considered as an asset;
- Bachelor degree or equivalent in a relevant field;
- Work experience in a partner country or in a crisis area
- At least, 1 year experience in an international working environment and on intercultural communication;
- Strong interest in developing training programmes or workshops.

2. Skills

- Excellent strategic, analytical and problem-solving skills;
- Excellent coordination and organisational skills;
- Excellent communication, networking, and inter-personal skills;
- Excellent writing and editing skills in English, French and Spanish are an asset;



- Good affinity with computer software, in particular Excel and other MS programmes; able to easily learn new IT functions and comfortable in online compliance systems, with the ability to provide training.

3. Personal Qualities

- Able to work independently as well as in a team;
- Flexible, willing to share information and to take up various tasks done in a small office;
- Managing all relationships inside Plan International and outside constructively, diplomatically and with discretion;
- Capacity to work in a multi-cultural environment;
- Capacity to speak in public and to large groups;
- Ability to meet deadlines under pressure;
- Willingness to travel to project areas and country offices.

Working Conditions

Based in: Brussels, Belgium (Plan International EU Office, Galerie Ravenstein 27, 3rd floor.)

Duration: CDI (Belgian permanent contract)

Status: Full-time (5 days = 37.5 hrs. /week)

Salary: Competitive

Benefits: 20 legal holidays + 4 PLAN holidays, pension scheme, life insurance cover, hospitalization, outpatient and dental cover, meal vouchers, work-related public transport costs

Travel: Yes, travel might be necessary depending on need, within or outside Europe, including to projects and operations

Reporting: The position reports to the Head of Partnership

How to apply

If you meet the skills requirements above and are interested in applying for this post, please send your CV (no Europass) and cover letter in English to EUORecruitment@plan-international.org with "**Application: Partnership Officer**" in the subject.

Deadline for applications is **Sunday 22 November 2020 at 23:59**, Local Time in Brussels, Belgium.

Applications received after the deadline will not be reviewed. Please note that only shortlisted candidates will be contacted.

A range of pre-employment checks will be undertaken in conformity with Plan International's Safeguarding Children and Young People Policy. Plan International is fully committed to promoting the realisation of children's rights including their right to protection from violence and abuse. That means we have particular responsibilities to children that we come into contact with. Plan International believes that it is our duty to ensure that we, as an organisation, do everything we can to keep children safe. We must not contribute in any way to harming or placing children at risk.