



TRAINEESHIP
Personal Assistant to the Head of Office
PLAN INTERNATIONAL EU OFFICE
Brussels, Belgium

Duration: September 2020 – February 2021 (6 months with the possibility of prolongation up to one year)
(CIP « Convention d’Immersion Professionnelle »)

Preferred starting date: 14th September 2020

Traineeship title: Personal Assistant to the Head of Office

Reporting to: Head of Office and EU Representative of Plan International EU Office

Responsible for: Supporting the Head of Plan International EU Office in her role and as a member of Plan International.

Status: CIP (Trainee). Full-time (5 days/week, 37.5 hrs.)

Based in: Brussels, Plan International EU Office.

Net Salary: +/- 813 EUR per month

Benefits: 10 PLAN holidays for 6 months CIP period, work-related public transport costs reimbursed

Plan International is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage women, minorities, individuals with disabilities or members of other underrepresented groups to apply.

About Plan International

Plan International is an independent development 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.

Role Specification

The Plan International EUO Head of Office and EU Representative (HoO) provides strategic management and leadership for all areas of Plan International’s work. The HoO has ultimate responsibility for formulating, developing and implementing strategic plans for the Plan International EU Office to ensure that Plan International has a positive impact on the advance on children’s rights, equality for girls and youth, in particular in the EU’s external action. The assistant will support to help achieve this vision and mission.

The assistant to the Head of Office will primarily support in the efficient running of her office, providing excellent service, diary and inbox management, arranging meetings, events, travel and managing office systems.

The assistant will coordinate the internal and external relations and the activities related to the operational tasks of the Head of Office.

Key Responsibilities

- To manage communications from and to the HoO, demonstrating an appropriate level of authority and regard for confidentiality,
- Supporting the HoO in her PR activities and external communications, as well as the lobbying and advocacy work to amplify and position Plan International as an influential stakeholder in the European sphere, with the support of and lead by the respective EUO team members,
- Management of the HoO's agenda and inbox including responding to emails/drafting responses on behalf of the HoO with appropriate high standards and in line with Plan International branding,
- Organising and attending meetings for the HoO with internal and external contacts and relevant stakeholders, learn to coordinate the relationships of the HoO and her attendance at meetings and events, preparing briefings, taking minutes etc.,
- To act as a main point of contact for the HoO for many high value stakeholders and maintain exemplary service at all times,
- To respond to problems as they arise, frequently relying on initiative to resolve issues,
- Represent Plan International at external events and meetings as required and subject to availability if outside normal working hours,
- To ensure and maintain positive relations with Plan International family members including National Organisations, Country Offices, Liaison Offices and Plan International Global Hub,
- Liaising with other NGO's and EU institutions and other multilateral agencies and donors,
- Facilitate and co-create presentations, reports and briefings for the HoO, supported and lead by respective EUO team members,
- Support the HoO in matters concerning governance and supporting the preparation and dissemination of papers for Board Members and other HoO stakeholder meetings when appropriate,
- Conducting research on relevant issues and following progress on the files and projects that the HoO is working on,
- Assist the HoO throughout the planning processes both nationally and internationally,
- Additional administrative duties as required.
- Work collaboratively with other departments and be a supportive and effective team member of the Plan International EU Office,

Skills/ Abilities

- High-level organizational skills and strong demonstrated administrative skills,
- Understand the confidential nature of the HoO work, ability to handle sensitive information and correspondence with **high level of confidentiality and discretion** in a professional manner,
- Ability to deliver to tight deadlines and on multiple priorities, work well under pressure,
- Strong interpersonal skills, diplomatic,
- Detail-orientated and excellent writing, research and analytical skills,
- Service-oriented and a team player,
- Flexible, interested in learning, able to grow into the role if/when it becomes more challenging,
- Ability to identify problems and provide solutions,
- Ability to summarise technical issues in simple, accessible language,
- Proactive - be able to take action independently and make judgements as to when to do so

Behaviours:

- Communicate effectively
- Enthusiastic and efficient member of a team,
- Comfortable working with senior management,
- Aware of own strengths, weaknesses and pro-active in using feedback,



- Aware of impact on others and uses impact to create positive climate at work,
- Works with trustworthiness and integrity and has a clear commitment to Plan International's core values and humanitarian principles.

Knowledge:

- Experience in a demanding environment or similar role,
- Understanding of the EU institutions and its decision-making processes,
- Knowledge of the EU's interests, external relations policies and trends, is an asset,
- Communicate clearly and articulately in both written and spoken English. Other languages such as German or French are an asset,
- Comprehensive knowledge of MS Office - Excel, Word, Outlook and PowerPoint is essential,
- Proven commitment to and knowledge of the Humanitarian and International Cooperation sector is desirable
- Commitment to Plan International's vision and mission.

Others:

Awareness and representation:

- To promote positive and consistent messaging of Plan International and to represent the organisation effectively;
- Keep up to date with the current and future direction of Plan International EU Office;
- Ensure that all activities undertaken on behalf of Plan International, externally or internally, are executed in accordance with the overall aims of the organisation and in line with Plan International's policies and procedures.

Level of Child Protection Responsibility. Standard – commitment to uphold Child Protection policy at all times.

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 (no longer than 2 pages) in English to EUORecruitment@plan-international.org with "Application: **Personal Assistant to the Head of Office**" in the subject.

Deadline for applications is the Thursday 30th July 2020 at 23:59, Brussels local time

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

Visa/passport requirements: the candidate must currently hold the independent right to live and work in Belgium and be prepared to ensure that right remains throughout the scope of the contract.

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.