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

Duration: April – September (6 months) 2020
(with the possibility of prolongation up to one year)
Preferred starting date: 6th April 2020
Traineeship title: Personal Assistant to the Head of Office
Reporting to: Head of Plan International EU Office
Responsible for: Supporting the Head of Plan International Europe 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.

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 | EU Representative 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 to the Head of Office will primarily be a support in the efficient running of the Head’s office, providing excellent service, diary and inbox management, arranging meetings, events, travels and managing office systems.

She/he will coordinate the internal and external relations and the activities related to the operational tasks of the Head of Office.

In addition, the assistant to the Head of Office will provide high-level business support in order to help achieve Plan International’s vision and mission.
Key Responsibilities

- To manage communications from and to the Head of Office, demonstrating an appropriate level of authority and regard for confidentiality,
- Management of the Head of Office’s agenda and inbox including responding to emails/drafting responses on behalf of the HoO, information requests, booking meetings, organising travels, etc.,
- Writing correspondence to the audience with appropriate high standards and in line with Plan International branding,
- Organising meetings for the Head of Office with internal and external contacts,
- Learn to coordinate the relationship of the Head of Office and her attendance at meetings, call for events and their organisation, etc.,
- Managing phone and email queries from a variety of stakeholders with excellent service oriented manner,
- 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 resolves issues,
- Collaborate in the organisation of the events and contribute to the elaboration of the agenda, minutes and other documentation generated,
- Represent Plan International at external events and meetings as required and subject to availability if outside normal working hours,
- Attending meetings between the Head of Office and relevant stakeholders when necessary,
- 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,
- Maintaining well-ordered and up-to-date computerised filing systems,
- 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 that the HoO is working on,
- Know, participate and monitor the different projects in which the Head of Office is involved,
- Assist the Head of Office throughout the planning processes both nationally and internationally,
- Supporting the HoO in her PR activities, as well as the lobbying and advocacy work to position Plan International as an influential stakeholder in the European sphere, with the support and lead by the respective EUO team members,
- Suggest and implement proactive ideas for improving administrative systems for the HoO,
- Learn to interrelate at an organisational level with the different work areas that make up the organisation in the EUO,
- Additional administrative duties as required.

General:

- 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,
- Participate in training and other activities as requested by the organisation,
- Work collaboratively with other departments and be a supportive and effective team member of the Plan International EU Office,
Others:

- **Awareness and representation.** To promote positive and consistent messaging of Plan International and to represent the organisation effectively,
- **Key deliverables.** All HoO’s administration is up to date, efficient and appropriate to provide excellent service to the HoO and other audiences,
- **Level of Child Protection Responsibility.** Standard – commitment to uphold Child Protection policy at all times,

Skills / Abilities:

- High-level organisational skills,
- Strong demonstrated administrative skills,
- Understand the confidential nature of the Head of Office 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,
- Strong interpersonal skills,
- Comprehensive knowledge of MS Office, private software applications and technology, including networks and databases,
- Excellent writing, research and analytical skills,
- Interpersonal and diplomatic,
- Service-oriented and 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,
- Work well under pressure, detail-oriented, strong multitasking and organizational skills, proactive,
- Ability to summarise technical issues in simple, accessible language,
- Be able to take action independently and make judgements as to when to do so,

Behaviors:

- Communicate effectively,
- Enthusiastic and efficient member of a team,
- Flexible/Adaptable,
- Proactive individual willing to be creative and take initiative,
- 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,
- Ability to organise and to carry out the functions of the position,
- Communicate clearly and articulating writing and verbally in English. Other languages such as German or French are an asset,
- Excel, Word, Outlook and PowerPoint knowledge is essential,
Knowledge of the Humanitarian and International Cooperation sector is desirable,
- Impeccable attention to detail,
- Flexible, proactive and resourceful with good organisational skills and the ability to manage competing priorities and meet tight deadlines in a rapidly changing environment,
- Commitment to Plan International’s vision and mission.

Trainee Conditions
Based in: Brussels, Belgium (Plan International EU Office, Galerie Revenstein 27, 3rd floor.)
Trainee duration: 6 months CIP “Convention d’Immersion Professionnelle ». (with the possibility of prolongation up to one year)
Status: Full-time (5 days = 37.5 hrs./week)
Net Salary: +/- 797 EUR per month
Benefits: 10 PLAN holidays for 6 months CIP period, work-related public transport costs reimbursed
Reporting: The position reports to the Head of Office/EU Representative of Plan International EU Office

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: Personal Assistant to the Head of Office” in the subject.

Deadline for applications is the Thursday 5th March 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.

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.

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.