



Job Description

OPERATIONS AND GOVERNANCE OFFICER

1. End FGM European Network

The End FGM European Network (End FGM EU) is an umbrella network of 39 national organisations working in 16 European countries and who are expert on Female Genital Mutilation (FGM). End FGM EU operates as a meeting ground for communities, civil society organisations, decision-makers and other relevant actors at European level to interact, cooperate and join forces to end all forms of FGM in Europe and beyond. We put at the heart of our work grassroots voices to influence European governments and policy-makers to work towards the elimination of FGM. We build our members' capacity, offer spaces to share expertise and develop partnerships.

While being dedicated to being the driving force of the European movement to end FGM, we are equally committed to build bridges and cooperation with all relevant actors in the field of FGM both in Europe and globally. In this sense, we actively promote and foster cooperation between the European movement and movements in other regions of the world.

2. The role

End FGM EU is looking for a Operations and Governance Officer to be responsible for the Network's daily operations and governance.

The Operations & Governance Officer reports to End FGM EU Director and their role will be to support the management of the daily operations and administrative systems and procedures and lead the governance of the organisation.

3. Job description

Operations:

- Ensure the coherent and effective implementation of administrative, financial, and HR guidelines aligning with the overall organizational strategy in collaboration with the Director;
- Support for HR processes and the administration of payslips and salary payments;
- Ensure the HR global wellbeing action plan is implemented and assist in organising staff development;
- Handling office management-related tasks (e.g. logistical matters, office supplies, mail, phone);
- Researching and implementing innovative procedures and technical solutions to enhance operational efficiency;
- Managing accounts payable and receivable, including drafting and reviewing invoices, and coordinating with external accountants;
- Preparing monthly payments to suppliers and maintain accurate financial records;
- Monitor and tracking of budgets, ensuring financial reports are regularly updated & maintaining compliance with financial procedures;

- Other administrative activities related to the funding received from the European Union and other donors;
- Ensure the application of social regulations and legal obligations within the organisation.

Governance:

- Be the End FGM EU focal point for the members of the Network, and developing & maintaining relations with them;
- Lead the organisation of the General Assembly of the Network;
- Support Director in development & implementation of the work plan;
- Ensure the development & implementation of the Strategic Priorities, and lead the MEL framework & analysis;
- Lead on the capacity building programme for members including the Knowledge Sharing Event;
- Coordinate the Senior & Youth Ambassadors programme;
- Coordinate membership applications, welcoming of new members & other membership issues;
- Keep membership database up-to-date;
- Ensure compliance with our governing documents and keep these up-to-date;
- Organise the logistics of board meetings, in cooperation with the Director.

Other responsibilities:

- As a member of a small and dynamic team, the Operations & Governance Officer is expected to play a full part in the administration, planning and evaluation of the Network's events together with the other staff members. The post is self-servicing and includes clerical duties.

Reporting Line

The Operations and Administration Officer will report to the Director.

4. Knowledge, skills and abilities

The ideal candidate will have proven experience in a dynamic organisational environment.

Essential:

- University degree or equivalent professional experience;
- A proven commitment to gender equality;
- A proactive attitude, ability to work independently in a fast-paced international environment;
- Excellent organisational skills; autonomous, accurate and a high attention of detail;
- Strong interpersonal skills and team spirit, discretion;
- Sound communication and financial skills;
- Professional fluency in oral and written English;
- Exceptional verbal and written communication skills;
- Multi-tasking, with proven ability to prioritise and deal with multiple tasks;
- Proficiency in standard Microsoft Office software package, Google workspace, Windows, virtual and hybrid meetings such as Zoom and Teams;

Desirable

- Professional fluency in oral and written French;
- Knowledge and understanding of the Belgian system is a very strong asset;

5. Package offered

- This is an opportunity to work in a dynamic network interacting daily with organisations passionately committed to women's rights and ending FGM;
- Location: Brussels, Belgium (with some home-working);
- Full time contract 38h/week;
- This is a fixed-term appointment for 6 months, with the possibility of renewal;
- A competitive monthly salary according to our salary scale and the candidate's experience, coupled with various benefits:
- In addition to the salary we offer benefits such as meal vouchers, contribution to transport, additional 5 days of holiday & closure of the office in Dec/Jan, working from home allowance, internet allowance, 13th month, mobile phone and hospitalization insurance.

Recruitment Policy

Anti-discrimination

- All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

Work permit

- All applicants, have to have the right to reside and work in Belgium.

Volunteering

- Any relevant volunteering experience can be considered equal to any other professional experience.