



Job Title – Administrative Assistant- UNHCR Strategic Partnership

## Background Information

The European Council on Refugees and Exiles (ECRE) is a pan-European alliance of 102 NGOs protecting and advancing the rights of refugees, asylum-seekers and displaced persons. In order to respond to the unprecedented developments in Europe, ECRE and UNHCR have joined forces through a strategic partnership (SP) to develop and promote discussions on the possible options for the future of the Common European asylum System (CEAS). Building on existing work, the aims of the SP are the following:

- To strengthen NGO coordination at Brussels level and to maximize the impact of advocacy and campaigning work;
- To strengthen UNHCR-ECRE cooperation through a formal channel of dialogue between ECRE secretariat and UNHCR Regional Representation for EU Affairs (RREUA);
- To further develop joint UNHCR and ECRE advocacy activities through discussions with decision makers (European Commission, Council, European Parliament) on the reform of the CEAS.

**Job purpose:** The purpose of this position is to assist with the management of the activities covered by the Strategic Partnership. The assistant will also handle all practical and logistical aspects of the ECRE/UNHCR Strategic partnership. To some limited extent, the project assistant is also expected to support research and communication activities upon request. The strategic partnership is a key vehicle for ECRE's advocacy and it will support all aspects of ECRE's work, including legal, policy and advocacy work.

**Start date:** As soon as possible

**Location:** Brussels

**Line Management:** Reports to the Senior Legal Officer leading the Strategic Partnership

Key responsibilities:

### 1. Event management

Under the supervision of the Senior Legal Officer, the assistant will be responsible for the preparation and the organization of events planned within the framework of the ECRE/UNHCR SP.

In line with the agreed work plan and methodology, the assistant will be responsible for planning and coordinating all logistical tasks ahead and during the events, including booking venue, flights and accommodation for experts. He/she will be responsible for submitting timely and accurate expense reports.

### 2. Administrative tasks

The assistant will be in charge of archiving documents in the filing system and carefully recording all administrative documents as required per UNHCR procurement rules;

Under the supervision of the Senior Legal Officer, the administrative assistant will assist with running monthly ECRE/UNHCR meetings, including taking minutes;

The assistant will assist with miscellaneous tasks as agreed with the Senior Legal Officer

### 3. Miscellaneous activities

Under the supervision of the Senior Legal Officer, the project assistant will carry out background research and communication activities as appropriate:

- Monitor relevant legal and policy developments
- Compile background documentation
- Write reports and minutes of events (both internal meetings and external events)
- Contribute to the ECRE Weekly Bulletin

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**Personal specification:****Education/ qualifications**

University degree in law, politics or similar

Good knowledge of EU institutions

Proven knowledge and interest in refugee rights and the Common European Asylum System

**Skills:**

Experience in project management is requested

Strong organizational skills

Ability to work independently with high level of initiative

Ability to work in a team and relate to other colleagues

Proactive, with a problem-solving approach, reliable and responsible.

Diplomatic and discreet with strong interpersonal skills

**Languages**

Fluent written and spoken English;

Working knowledge of other European languages is an asset

**Terms and conditions**

Paid internship for 6 months renewable (brutto 900 euros) (Belgian contract – Contrat d’immersion professionnelle). The applicant needs to have permission to work in Belgium.

**Equal Opportunity Statement:**

ECRE aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political opinion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

Persons with a refugee background are strongly encouraged to apply for all positions at ECRE.