



COORDINATOR/PROJECT MANAGER of PARTENALIA AISBL

Brussels, Belgium

Employment: Coordinator of the International Association PARTENALIA aisbl

I. INTRODUCTION

Partenalía aisbl hires a coordinator/project manager for its activities in the headquarters in Brussels.

Equal opportunities

Partenalía aisbl has a policy of equal opportunities and encourages the application of qualified women and men who fulfil the requirements.

Working place

The coordinator will be based in Brussels. The post implies frequent trips within Europe, mostly to the territories of the partner administrations, which form the association.

Beginning of contract

The beginning of the work contract is December 15, 2011. The contract is limited to 1 year. After 1 year it can be prolonged for an undetermined period in accordance with the employer.

Before completing the application applicants have to carefully read this job description. You will find details on the requirements, information and documentation to be included in your application and the selection procedure.

II. JOB DESCRIPTION

According to art. 10.2 of the Internal Regulations of Partenalía aisbl the coordinator/project manager:

- Is in charge of the day-to-day management of the organisation and holds the power of representation for Partenalía aisbl regarding the day-to-day management,
- supports the bodies of Partenalía aisbl (Political Council, Steering Committee, Managing Board and Secretariat), the treasurer and other partners with functions in the implementation of its functions and activities,
- drafts the minutes of meetings of the bodies of Partenalía aisbl,
- ensures and promotes the cohesion between members by developing joint initiatives and activities,

- has power of initiative to propose to the Managing Board new activities (follow-up of EU policies linked to the activities of Partenalia aisbl, political representation towards the EU institutions, bidding for EU projects),
- runs the working budget of the Association,
- provides logistical and organisational support to the Members holding meetings and assists in the definition and drafting of meeting agendas,
- organises, coordinates and provides technical support to the thematic areas for the development of projects and joint initiatives,
- assists members in the elaboration of trans-national projects of Partenalia aisbl in the frame of the European Union programmes,
- follows up on the implementation of the strategic plan,
- ensures the follow-up of those socio-economic and political activities that could affect Partenalia aisbl members and proposes corresponding measures,
- guarantees the communication and information flows between members,
- implements the communication strategy of the Association,
- assures the maintaining, updating and developing of the functionalities of the Association's website, newsletter and other communication tools.

III. REQUIREMENTS

A. General conditions

Candidates must

- Be a national of one of the Member States of the European Union,
- enjoy their full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- meet the character requirements for the duties involved.

B. Specific conditions

1. *Education and professional experience:*

- A level of education which corresponds to completed university studies of at least 4 years attested by a diploma,
- followed by professional experience of at least 3 years relevant to the duties involved acquired after the title mentioned before.

2. *The following experiences are considered an asset to the application:*

- Completion of Masters studies related to the European Union,
- excellent knowledge of European programmes and institutional mechanisms,
- broad experience in European funding mechanisms and the management of European projects,
- experience in the management of European networks,
- excellent drafting and briefing skills,
- experience in preparing speeches.

3. *Language*

Excellent written and spoken knowledge of English and working knowledge of the other two official languages of the network: French and Spanish.

Knowledge of other official languages of the European Union is considered an asset. The candidate must be able to proof language knowledge by way of a certificate or verifiable practical experience.

IV. ADMISSION

Candidates will be eliminated if:

- They send the application too late, proven by the postmark,
- they do not use the official application form,
- they do not sign the application form,
- they do not satisfy the general requirements.

V. TESTS

The examining board will check the applications based on the submitted documents and will choose those candidates who are best suited for the post taking into account the general and specific conditions and functions of the post. All candidates will be informed by email.

1. Written test

There will be 10 candidates selected for the written test, which will be completed by email. The written test will comprise a case study on a topic chosen by the candidate out of two topics of general character in the areas relative to the European Union and local intermediate governments. The written test will be in the main working language of the association (English).

2. Oral test

The successful candidates will be invited to Brussels for an interview.

3. Results

Candidates will be informed of the results by email.

There will be reserve list of successful candidates. Candidates of this list might be contracted hereinafter in case there will be another vacancy in the future.

VI. THE EXAMING BOARD

The examining board will be composed by the members of the Managing Board of Partenalia aisbl.

The meetings of the Managing Board are opened to the participation of all the members of Partenalia aisbl under the conditions established in the statutes of the association.

VII. THE APPLICATION

Candidates shall send their complete application in English language latest on **September 16, 2011** by post to:

**Partenalia AISBL
David BRICOULT
Administrateur
Place Albert 1er, 34
6031 Monceau sur Sambre
Belgique**

The following documents have to be added to the application:

- A letter of motivation of no more than one page,
- the curriculum vitae of the candidate,
- photocopies of the documents that justify the specific conditions of admission,
- a numbered list of the documents attached to the application.

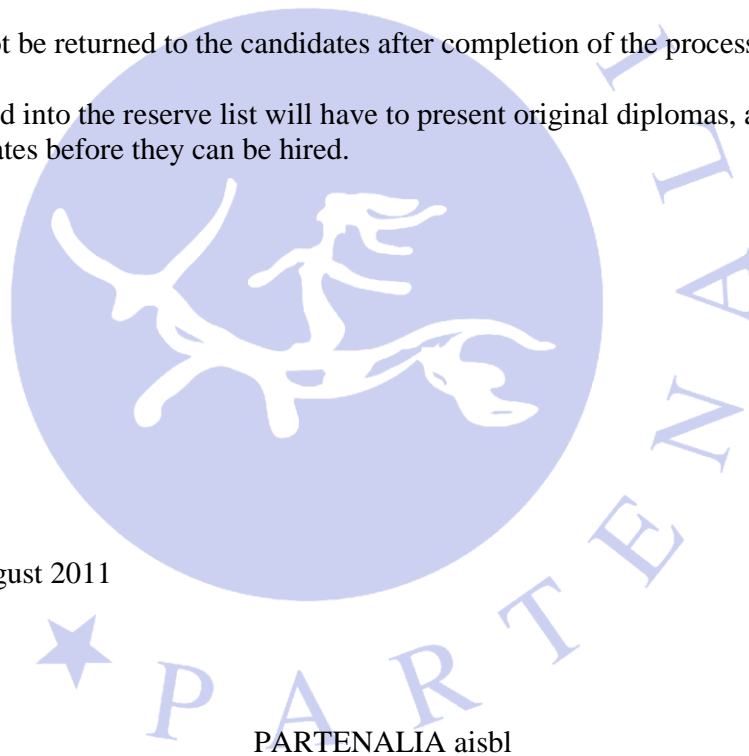
Professional experience, education and language knowledge must be explained in detail in the application. The application file includes documents certifying any education, experience or other knowledge. Details that are not explained by corresponding documentation cannot be considered in the application. If language knowledge cannot be clearly deduced from the title, an explanation supporting the official documents shall be joined to the application.

Documentation shall be accompanied by a translation if it has been written in a language other than one of the working languages of Partenalia aisbl (French, English, and Spanish). Translations do not have to be official.

Documents cannot be returned to the candidates after completion of the process.

Candidates entered into the reserve list will have to present original diplomas, academic records and other certificates before they can be hired.

Brussels, 10th August 2011



PARTENALIA aisbl