



VACANCY **Project Development Officer**

(4-month maternity leave replacement: 15 March – 16 July 2010)

The Jesuit Refugee Service is an international Catholic organisation. Its mission is to accompany, to serve and to advocate for refugees and forcibly displaced people. The JRS Europe team in Brussels shares this mission by engaging in policy and advocacy work, project management, fundraising, communications and coordination. The policy work focuses on administrative detention, destitution of the forcibly displaced, externalisation of border management and asylum, and the link between migration and development. Awareness raising projects include the Pedro Arrupe Award, an education project with secondary schools across Europe. JRS Europe currently implements two major projects on research in detention and networking on destitution related issues.

The JRS Europe Regional Office has on-going working relationships with relevant EU institutions, UNHCR, and NGOs from a variety of backgrounds. The JRS Europe Regional Office coordinates activities of 13 JRS country offices. The Brussels-based team includes six permanent staff, one intern, and several volunteers.

Position Summary

The Project Development Officer designs and implements projects with JRS country offices and non-JRS partner organisations at a European level, especially those co-funded by the European Union. He/She is responsible for project writing, liaising with the relevant EU bodies, implementation of on-going projects and, in collaboration with the Administrator, preparing the final financial and narrative reports. The Project Development Officer designs and implements projects supported by private donors, reports according to their requirements and is alert for new funding opportunities from EU and non-EU sources.

Key Responsibilities

The Project Development Officer to be appointed will replace the current team member during her maternity leave. He/She will take over all responsibilities during this time and will be a full member of the JRS Europe Regional Team. A period of one month has been included for on-the-job training with the current post-holder. The Project Development Officer reports to the Regional Director and will be supported in his/her work by the Administrator and the Policy and Advocacy Officer.

The following key responsibilities are foreseen for the above mentioned period:

Grant Administration

- Preparation of the financial and narrative report for an EU-funded advocacy project under the European Refugee Fund scheme
- Administration of a privately funded networking and advocacy project, preparation of financial report and liaison with relevant foundations

Project Coordination

- Coordination of the Detention Visitors Support Group and its annual training seminar
- Coordination of the JRS Europe project in Morocco (Service Accueil Migrants)

Project Development

- Follow-up of any newly approved grants and establishment of procedures with EU and partner organisations
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Person Specification

The post-holder will have the following essential experiences, skills, knowledge and abilities:

- Permission to work in Belgium. JRS Europe is not in a position to obtain a work permit for any applicant;
- Sympathy with the JRS vision, way of working and values;
- Formal training or university studies relevant for financial and/or project administration and development;
- Minimum of two years of demonstrable experience in project administration and implementation, including experience with grant agreements, financial and narrative reporting, and liaising with partner organisations;
- Ability to speak and write fluently in English;
- Ability to work with MS Word, Excel, e-mail and internet programmes;
- Ability to manage several tasks simultaneously in a busy office environment and to meet deadlines;
- Good organisational and communications skills.

The post-holder will have the following desirable experiences, skills, knowledge and abilities:

- Experience with working in a European NGO;
- Familiarity with the reporting requirements for EU-funded projects;
- Working knowledge of additional European languages, especially French and Spanish;
- Familiarity with accounting software.

Terms of appointment:

- The position is offered as a full-time position (37.5 hours per week) or as 4/5 of full-time.
 - We offer a temporary contract for four months. The contract includes approximately one month of on-the-job training.
 - The applicant must demonstrate that he/she has the permission to work in Belgium.
 - The preferred starting date is 15 March 2010.
 - Salary according to the JRS Europe salary scale, depending on previous experience approximately €2,520 gross salary per month. All conditions and additional benefits are according to Belgian legislation.
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How to Apply:

Please send a cover letter outlining your suitability for the position and a CV in English to Michael Schöpf, Regional Director, at the following e-mail address: europa@jrs.net Please do not send applications by post. We will acknowledge the receipt of your application.

Deadline for application: Wednesday, 3 February 2010, 13:00 CET

Interviews for shortlisted candidates are scheduled for Monday, 15 February 2010 at the JRS Europe Regional Office in Brussels.

For further information about the work of JRS Europe please visit our websites: <http://www.jrseurope.org> and <http://www.detention-in-europe.org>

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