

Coordination Assistant

CONTEXT

The International Co-operative Alliance is an independent, non-governmental organisation established in 1895 to unite, represent and serve co-operatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about co-operatives. The Alliance's members are international and national co-operative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the International Co-operative Alliance gives a voice to one billion of the world's citizens. More information is available at: www.ica.coop

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the programme 'Cooperatives in Development – People-centred businesses in action' will work on promoting the co-operative business model in global and local development policies, and strengthening co-operative organisations as viable actors in development processes in their own rights. This programme will run from March 2016 to September 2020, and be led by the Alliance global office, in coordination with the four Alliance regional offices for Europe, Africa, Americas, and Asia-Pacific.

PRINCIPAL ROLES AND RESPONSIBILITIES

The Coordination Assistant supports the coordination and program units in logistical, planning and EU reporting tasks. S/he will be responsible to support general administrations tasks, including meetings support, Conference Management, IT support, Office Management, backup the team, archiving and logistics arrangements.

The role of the Coordination Assistant is to support and coordinate the Regional Offices in what concerns logistical tasks, support the preparation of the Interim and Annual report for the EU Institutions, implement Procurement Rule and planning of Global Events. But also support Research on qualitative and quantitative Data Analysis.

The Coordination Assistant reports directly to the Finance and Administration Manager.

Key responsibilities are:

- Logistical and Administrative support to public events management:
 - Providing technical support in the organisation of meetings and events;
 - Selection and booking of appropriate venues and services for events;
 - Acting proactively and seeking continuous improvement in procedures and profile of event management;
- General support to general administration including:
 - Handling of travel management for the office;
 - Ensuring adequate archiving of documents and data;
 - Supporting the rest of the Coordination Unit;
- Manage the IT infrastructure (Sharepoint), as well the maintenance of the equipment;
- Ordering and monitoring office supplies. Includes making sure there is all the necessary stationary at the office;
- Assist with other services provided by the International Co-operative Alliance as necessary;

- Support Research Process on qualitative and Quantitative Data analysis.

PERSON SPECIFICATIONS

Essential

- Fluency in English and/or French;
- Very good organisational, written and verbal communication skills;
- Events Planning and Events Management experience;
- A proactive, critical and flexible thinker, and problem solver;
- Able to work under own initiative and as part of a team on a common project;
- Sociable and service oriented, at ease in a multicultural environment;
- Capacity to multi-task and coordinate several projects simultaneously, demonstrating excellent time management and organisational skills in a fast-paced environment.
- Demonstrate commitment to the cooperative values and principles
- Attentive to details and able to prioritize work
- Good IT and communication skills

Desirable

- Knowledge of other languages, particularly Spanish
- Knowledge or/and experience in projects funded by the European Commission
- Experience with Microsoft SharePoint Server

TERMS AND CONDITIONS

Starting date is 1st March 2017.

Located at the Cooperative House Europe (Brussels, Belgium).

APPLICATIONS:

Interested candidates are asked to apply by submitting the filled in **application form** below and a **detailed CV** to recruitment@ica.coop. Please mention in the email subject your name followed by 'Coordination Assistant'.

Deadline for applications is the **5th February 2017 (23h59 CET)**.

Only those candidates selected for interviews will be contacted. No phone calls please.

Interviews will take place at our offices in February 2016.

Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*.

PERSONAL DETAILS

First name(s):		Last name(s):	
Address:		E-mail:	
		Mobile:	

EDUCATION

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

General, specialist and further training obtained, whether obtained formally or informally, which you feel to be relevant to the position.

Training, course, etc.

COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Please explain how your (relevant) skills and experience match the specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

--

MOTIVATION FOR APPLICATION

Please explain why you are applying for this position

If offered the position, when could you take it up?

**International Co-operative Alliance
Avenue Milcamps 105 1030 Brussels - Belgium
Tel: +32 (0)2 743 10 30
www.ica.coop - recruitment@ica.coop**