

**eurAc**

réseau européen  
pour l'Afrique centrale

Vacancy announcement

**The European Network for Central Africa (EurAc) is recruiting a**

**DIRECTOR**

**Permanent contract (CDI)**

**Brussels, Belgium**

### About EurAc

Created in 2003, the European Network for Central Africa is the advocacy network of European NGOs working in and on Central Africa. The network gathers 34 European organisations from 12 different European countries (EU Members States -Belgium, France, Finland, Germany, Ireland, Italy, Netherland, Spain, Sweden- as well as Norway, UK and Switzerland).

The network, together with its member organisations work on and in the African Great Lakes region and wish to tackle the structural causes of under-development and instability in the region. They support civil society organisations in Burundi, the Democratic Republic of the Congo (DRC) and Rwanda in their efforts to promote peace, the respect of human rights and development by making local voices heard and taken into consideration by European Union (EU) policy and decision-makers at all levels.

EurAc's mission is to carry out advocacy towards the EU to contribute to the development and the implementation, by the EU and its Members States, of strong and coherent policies promoting peace, inclusive political participation, the sustainable and equitable management of natural resources and the full respect of human rights in the Great Lakes region.

For more info, please visit: <https://www.eurac-network.org/en>

### General role and purpose

Responsible for managing the organisation, the Director seeks out, proposes and builds financial and institutional partnerships with a view to developing the network both in terms of its membership and its activities. In this capacity, he/she participates in defining the Network's priorities in close collaboration with the Board. As a "changes manager", he/she shares a vision with the members and the secretariat, including the means to put it into practice, both financially and structurally. In addition, he/she manages the network secretariat (3 people including his/her own post) and supervises the organisation's activities. He/she leads, prioritises and coordinates the execution of daily tasks.

## Main tasks and responsibilities

- He/she will strengthen the network dynamic by developing its membership and ensuring good relations with members;
- He/she develops financial partnerships and fundraising activities to strengthen the network and its activities;
- He/she participates in members' strategic reflections on the network's missions and priorities, and then implements the organisation's overall strategy in line with the established guidelines.
- He/she organises the secretariat team, monitors the HR of its employees, coordinates activities, establishes priorities and supervises the completion of tasks within set deadlines. He/she acts transparently and, if necessary, knows how to delegate.

## Profile

- Proven experience in organisational management; this includes, in addition to team management, project monitoring and relations with the donor to monitor the implementation of the agreements reached;
- Proven experience in drafting project proposals (multi-stakeholder) to potential donors; dialogue with potential donors and follow-up of proposals to adapt them to comments received, reaching a consensus that translates into a contract/agreement;
- Experience in managing and developing a network in the non-profit sector;
- Ability to translate strategic orientations into concrete action plans;
- Good ability to adapt in a multicultural environment; with attention to the quality of exchanges;
- Ability to take initiative, rigour and organisation;
- Ability to analyse complex multi-stakeholder situations;
- Excellent writing skills (proposals, reports).
- Interest in EurAc's missions and commitment to the organisation's vision and values;
- Fluent English and French (written, read and spoken);
- General knowledge of Belgian social and labour law, management and sectoral regulations is appreciated.
- Advanced knowledge of office tools: Office Pack, databases;

## Terms and conditions

EurAc offers a flexible working environment within a small, dynamic team and the opportunity for the candidate to build up a valuable network of high-level external contacts.

- ✦ **Contract:** Full time – Permanent contract (CDI)
- ✦ **Expected starting date:** as soon as possible, preferably 1<sup>st</sup> August 2023
- ✦ **Salary:** « Commission Paritaire 329.02 », scale 6
- ✦ **Extra-benefits:** Meal vouchers for working days, work related public transport costs; representation costs, possibilities of homeworking;
- ✦ **Location of work:** 115 Rue Stevin, 1000 Brussels – Belgium. The candidate must have the legal authorization to work in Belgium;
- ✦ The candidate must be available for travel in the Great Lakes Region.

## How to apply?

Please send your application (in French or English) to [board@eurac-network.org](mailto:board@eurac-network.org) including: 1) a curriculum vitae, 2) a cover letter specifying why you think you are suitable for the role and your motivation 3) provide contact information for at least two references.

Please send your application on **Sunday 16<sup>th</sup> July 2023 at the latest**. EurAc reserves the right to finalise the process before the date indicated.

Please submit your application documents saved with the following title: "NAME\_DIR\_CV" and "NAME\_DIR\_Cover letter".

*As an employer, EurAc is committed to guarantee the equal and decent treatment of current and future employees regardless of race, nationality, religion, ethnic origins, gender, marital status, caring responsibilities, sexual orientation, disability, or chronic illness.*