|  |  |
| --- | --- |
| **Job Title** | **Assistant** |
| **Reports to** | Executive Director, International Alert Europe |
| **Job location** | The Hague, the Netherlands |
| **Grade** | 5 |
| **Contract** | Fixed term, 12 months |
| **Salary** | €18,993 (part-time, 24hrs/week) |
| **Closing Date** | **28 May 2023** |

International Alert Europe (“*Stichting International Alert*”) is currently looking for a detail-oriented individual to join the team in the Hague as Assistant.

Alert Europe as the European headquarters of International Alert – one of the world’s oldest and largest peacebuilding organizations. Alert Europe works with European policy-makers, institutions, funders and civil society in strategic partnership to influence policy and practice in order to better address the root causes of conflict, reduce violence and build sustainable peace. Alert Europe also acts as the interface between Alert’s global family and the European peacebuilding community, monitoring emerging issues and collaborating with key partners to increase engagement and support for conflict sensitivity, conflict prevention and peacebuilding. Alert Europe works in close and direct synchronicity with International Alert UK.

|  |
| --- |
| **The Role** |
| The Assistant is a part-time position based in The Hague and reporting to the Executive Director of International Alert Europe (Stichting International Alert), the European branch of the global peacebuilding organisation.  The Assistant will provide general administrative and coordination support to the Executive Director in the governance, leadership, and management of International Alert Europe. The postholder will be responsible for providing high-quality assistance across a range of administrative tasks, including budget monitoring and compliance with national regulations, and have the opportunity to contribute to special organisational projects as assigned. The Assistant will also coordinate closely with operations, human resources, and finance teams in London. |
| **Duties and Responsibilities** |
| * General administrative support to the Executive Director * Liaise with external service suppliers & parties in relation to payroll, banking, insurance, registration, and other due diligence processes. * Ensure timely & regular updating of registration and other compliance issues, with local authorities, including the Dutch Chamber of Commerce (“Kamer van Koophandel”). * Support meetings of the Board of Directors (“Bestuur”), including logistics, travel, accommodation, venue; take detailed notes and maintain record of key decisions and resolutions, and support other *ad hoc* Board-related tasks. * Process invoices, receive deliveries, and expedite outgoing mail by post or courier * Provide logistical support to activities, events, and special projects, as well as general meetings including scheduling online meetings, booking meeting rooms, arranging catering, etc. * Take detailed minutes at meetings and disseminate to attendees with actions and deadlines clearly noted, and following up to ensure actions are completed ahead of future meetings. * Providing ad-hoc assistance to the ED on departmental and strategic projects, including undertaking research and analysis. * Contribute to communications and knowledge management and participate in organisation-wide events and discussions on related topics/projects. * Contribute in other ways to the effective functioning of International Alert Europe as required. * The postholder may be required to travel on occasion, if meetings are held overseas or special projects dictate. All domestic and international travel will be subject to risk considerations. |

|  |
| --- |
| **Person Specification** |
| Essential requirements:   * A relevant qualification in administration, finance or office management, or demonstrated equivalent experience in the Netherlands. * Knowledge of the Netherlands’ employment, financial, legal, administrative framework. * Excellent written and verbal communication skills, including the ability to draft high-level documents, including correspondence, and to accurately transcribe discussions in both Dutch and in English. * Knowledge of practices and procedures for administrative document preparation and file maintenance. * Skilled at using MS Office Suite. * Ability to effectively manage competing priorities and meet deadlines, with attention to detail, initiative and problem-solving skills. * Strong interpersonal skills, culturally-aware and -sensitive   Desirable requirements   * Experience working at a non-profit/non-governmental organization. * Experience with financial administration & reporting. * Experience with Dutch employment law. |