

**08/11/2021**

**Project Officer - Administrative and Finance**

**Job description**

The Project Officer – Administrative and Finance – will provide a senior profile, with a combination of financial, accountability and logistics responsibilities, as well as providing support to the Coordinator of the Secretariat. He/she will report directly to the Coordinator.

**Tasks**

- Keep the association books updated in a daily basis
- Provide support on the implementation of the EU grant to OCTA
- Assist on the procedures related to procurement and organisation of public tenders
- Liaise with external stakeholders (e.g. external accountants, service providers)
- Support to the drafting of administrative and financial reports to ExCo and the European Commission
- Provide support on the organisations of events and conferences – virtual / in person - and selection of service providers (e.g. interpreters, meeting rooms, etc.)
- Support to the application process in calls relevant for OCTA

**Required profile**

- Minimum 5 years of professional experience in a similar position;
- Experience in managing the accounts of an association or company;
- Knowledge of winbooks would be an important asset;
- At least a University Degree
- Fluency in French; Good knowledge of English is required.
- Excellent facilitation and communication skills;
- Computer literate;
- Experience of working in a multicultural and or diverse environment;
- Knowledge of the European Union and the EC procedures (practical guidelines).

**Location and Duration**

The full-time position (38h/week) is based in Brussels, Belgium. The work is in the office of the Association unless Belgian law indicates otherwise due to Covid.

The position will start ideally by December 2021 or January 2022 or as soon as possible, for an initial period of one year (1), with a possibility for a further extension.

**Contract** under Belgian Law

**Salary:** to be discussed depending on your experience

Please send a CV and motivation letter either in English or French to the Coordinator of the Secretariat, Mr. Pablo Lopez-Herrerias at [Pablo@overseas-association.eu](mailto:Pablo@overseas-association.eu) before November 16, 2021. Please indicate your notice period in case you have to resign from your current job.