



*is recruiting a*  
**Administration Manager**

Ecsite is the European network of science centres and museums and other science engagement organisations and counts 320 institutional members. The common thread uniting these institutions is a commitment to public engagement, communicating science through accessible, interactive exhibits and programmes. Ecsite connects member institutions through projects and activities and facilitates the exchange of ideas and good practice. To this end, Ecsite organises an international five day Annual Conference that welcomes 1,200 professionals in science engagement and a Directors Forum that gathers about 60 Senior Managers. It offers different services to its members and is involved in numerous collaborative projects, many of the latter being co-financed by the European Commission.

Our Executive Office is located in Brussels, in the attractive and easily accessible avenue Louise neighbourhood (Ixelles). The Ecsite team is composed of 10 multicultural staff members. Our working language is English.

Ecsite is looking for an Administration Manager to take the leadership of its Administration pole. The candidate will be able to consider the organisation in its globality and identify and implement improvements at the systemic level. With excellent analytical skills, he / she can synthesize issues concisely. He / she is excellent at setting priorities, objectives and work plans both for her / himself and for others. He / she can work autonomously and has good stress and workload management.

### **Place in the organisation**

The Administration Manager is part of the management team, has one person under his / her supervision, works with the external accountant and collaborates with the 10 other Ecsite team member. She / he works under the responsibility of and reports to the Executive Director.

### **Main responsibilities**

#### **Strategy and Governance**

- Contribution to the elaboration of the Actions Plans and their implementation
- Supervision of membership management
- Preparation of the Annual General Meeting of the Ecsite members

#### **Administrative and legal requirements; Budgets and Procurement procedures**

- Preparation of draft annual budgets and revisions
- Cost control and budget monitoring
- Development, upholding of internal control procedures
- Preparation of EU projects Audits
- Establishment of subcontracting contracts or agreements procedures, including calls for tenders in EU projects, ensuring these comply with Belgian legislation and with EU legislation
- Monitoring and implementation of legal obligations to be fulfilled by the organisation
- Administrative support to the organisation of events, particularly the Ecsite Conference

#### **Human Resources**

- Establishment of employments and freelancers contracts ensuring these comply with Belgian legislation and with EU legislation when relevant

### **Office management, optimisation of the organisation and life at the office**

- Ensuring recurrent office operations are performed in a seamless and efficient manner.
- Providing an active contribution to the life of the organisation

### **Requirements**

You are experienced, proactive, structured and very well organised, with interpersonal and communication skills, you like challenges and you have the following knowledge, skills and competencies:

- Fluency in English and in French. Any other language would be a plus
- Very good knowledge of the Belgian legislation
- Good knowledge of administrative and business principles
- Excellent time management and organisational skills and ability to manage multiple tasks
- Good knowledge of Microsoft Office
- Accuracy and good attention to detail
- Self-motivated, autonomous, service-oriented, flexible and innovative with the ability to work in a small, dynamic and multicultural team

You are interested in and you share Ecsite's mission and values and are motivated to work for a science engagement organisation, in a non-profit and international environment.

The work requires about four travels per year for periods of 2 to 8 days

### **Terms and conditions**

Applicants must be able to legally live and work in Brussels. The contract will be subject to Belgian social security and taxes.

Salary: 4.400€ gross / month. Additional attractive conditions are offered

Ecsite is committed to providing an equal opportunity work environment

### **Applications**

Please send your application by email, including a cover letter addressing your motivation and the specific requirements of the job description, plus curriculum vitae in English to Catherine Franche, Executive Director, at [info@ecsite.eu](mailto:info@ecsite.eu) with "*Administration Manager - Name of applicant*" in the subject line.

### **Applications will be received and analysed on a rolling basis.**

Interviews will take place in Brussels

**Preferred start date:** as soon as possible

We thank everyone for their application, but only short-listed candidates will be contacted for interviews.