



is recruiting a
Senior Administrator

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 best practice on current issues. 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.

Main responsibilities and tasks

The Senior Administrator works under the responsibility of the Executive Director. S/he has the following main areas of responsibilities.

Strategy and Governance

- Contribution to the elaboration of the Actions Plans and their implementation
- Supervision of members' 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

Human Resources

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

Events

- Providing administrative support to the organisation of events, particularly the Ecsite Conference

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

- Maintaining a clean, efficient and enjoyable working environment, ensuring the running of the office and its premises, equipment and supplies
- Providing an active contribution to the life of the organisation

Place in the organisation

The Senior Administrator collaborates with the 10 other Ecsite team members. S/he reports to the Executive Director and works closely with other colleagues.

S/he directs and supervises the work of the Administrative Assistant and works with the external accountant.

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 the specific requirements of the job description, plus curriculum vitae in English to Catherine Franche, Executive Director, at info@ecsite.eu with "*Senior Administrator - Name of applicant*" in the subject line.

Deadline to receive applications: 21 October 2019

Interviews should take place in Brussels around 4-8 November

Preferred start date: 15 January 2020 but this entry date is negotiable

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