

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title: Assistant - Office Management and Administration		Office: IPPF European Network (IPPF EN)	
Location: Brussels	Responsible to: Head of Finance and Operations		Date: December 2022
			Grade: C

1. JOB PURPOSE

To oversee the smooth running of the Regional Office and to provide administration and event management support to the departments

2. KEY RESPONSIBILITIES

OFFICE MANAGEMENT

- Propose and support the development and implementation of office management policies, initiatives, processes and systems, in line with wider IPPF policy and practice, to meet the specific requirements of the IPPF EN Regional Office.
- Under the supervision of the Head of Finance & Operations, prepare the office running costs annual budget and monitor expense
- Secure contract negotiation and sustain delivery as well as proactively maintaining relationships with office suppliers (plumbing, electricity, office furniture and utilities, cleaners, heating and air conditioning), including proactively ensuring the good functioning of the office and its infrastructure
- Coordinate the Regional Office's standard IT needs and oversee relationship with suppliers, working alongside the London IT team, and suitability of equipment to maintain the delivery of effective and efficient service, facilitating hybrid working and limiting colleagues' IT issues
- Act as primary contact with the building's "syndic"
- Deliver the Regional Office's compliance with the Federation's Safety and Security Risk Management Policy
- Supervise office safety, including first aid, fire, the alarm systems to maintain a safe working environment

ASSISTANCE TO PROGRAMME & EUROPEAN ENGAGEMENT DIRECTORATES

- Provide administrative support to the different units of both directorates, including facilitating the signature and preparation of grant agreements and specific contracts with consultants
- Create purchase order for processing
- Organise travel and all related logistics, including catering and accommodation, for office staff, consultants and for meetings organised by both Directorates as well as providing support for Member Associations (providing logistical information, processing reimbursements)
- Negotiate contracts with hotels for events as well as overseeing the relationship with travel agencies to ensure value for money and the following of relevant IPPF policies and procedures
- Provide and coordinate the administrative and logistical support for specific restricted projects with the relevant project coordinator, including Countdown 2030 planning and capacity building meetings; support in travel and administrative follow ups on other events, support in reporting e.g. for bi-monthly updates etc.
- Contribute to the ongoing maintenance of advocacy and coordination tools
- Coordinate the development of the IPPF EN quarterly newsletter "Spotlight" for the MAs
- Process due diligence checks as requested and inline IPPF Safeguarding policies and procedures as required
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CONTRIBUTION TO OVERALL OFFICE ADMINISTRATIVE MATTERS

- Oversee the work of the intern that supports events and administrative matters
- Lead the coordination of interns' support tasks across office units to ensure harmonisation of work and avoid duplication
- Coordinate with the HR Advisor and Finance to ensure a comprehensive, streamlined approach to administration and event management
- Carry out any other duties as required
- Take collective responsibility for safeguarding

3. RESPONSIBILITIES

Please describe: a) Any staff responsibilities carried by the job holder.

- Manage an intern on the Belgian CIP programme.

b) Any financial responsibilities carried by the job holder.

- None

4. EDUCATION & QUALIFICATIONS

- Degree in business, event management, administration or equivalent experience

5. PROFESSIONAL EXPERIENCE

Please describe the minimum level of professional experience required to fulfil the job.

- At least five years' working experience as administrator, officer or other position with office management responsibilities
- Experience managing suppliers and supplier contracts
- Proven experience with conference and event organisation, including travel
- Experience with budgets and finance

6. SKILLS & PERSONAL COMPETENCIES

Please describe the skills which will be applied in the job, *including* languages

- Fluent in English and French, Dutch an advantage
- Must be highly meticulous, organized, flexible and be able to react to situations promptly
- Proactive
- Ability to work under pressure and to meet deadlines
- Proficient in utilizing IT, including Microsoft Office –particularly Outlook and Excel, MailChimp, Canva
- Knowledge of technology system set-up
- Ability to work on own initiative but also in a team
- Ability to write reports, meeting minutes and understand budgets
- Excellent communication and interpersonal skills, able to work with all levels of management, staff, volunteers and members
- Commitment to gender equality, sexual and reproductive health and rights, non discrimination and diversity, and young people and youth participation are a must
- Right to work in Belgium