



SCI is Recruiting an International Coordinator

International Secretariat of Service Civil International (SCI)
Antwerp, Belgium

SCI is looking for a new International Coordinator to lead its International Secretariat located in Antwerp, Belgium. We are looking for someone with strong leadership and communication skills, intercultural experience, strategic thinking and interest to work in an international organisation with a mission to create a culture of peace.

ABOUT US

Service Civil International (SCI) is one of the world's oldest and largest international volunteering organisations. Since its establishment in 1920, SCI has been dedicated to promoting a culture of peace through international volunteerism. Through short and long-term volunteer exchanges, SCI helps to break down barriers and prejudices between people of different social, cultural and national backgrounds, and to create active citizens. SCI activities include volunteer placements across the globe, seminars and training courses with a focus on non-formal education methods, campaigns and events focused on peace, intercultural understanding and sustainable development. For more information on SCI's activities and structure, please visit our website at www.sci.ngo.

POSITION DESCRIPTION

The post is based in the International Secretariat of SCI in Antwerp, Belgium and is full-time (37,5 hrs/week) with an open-ended contract in line with Belgian legislation. **The candidate must have legal right of employment in Belgium.**

ROLE DESCRIPTION

Main responsibilities of the International Coordinator:

- Manage the daily functions of the International Secretariat and cooperate with/coordinate the staff/office (4 full/part-time employees and 4 long-term volunteers)
- Coordinate and support the international movement through conference calls, joint initiatives and facilitation of discussions
- Support and cooperation with the international board (International Executive Committee)
- Act as a central point of contact internally/externally
- Monitoring/development/implementation of yearly plan of action and budget
- Organisation of international meetings, especially general assemblies of the movement (International Committee Meetings)
- Legal representation of the organisation, including administration
- Exploration of alternative funding streams and diversification of finances through funding applications
- Project management for both operational and project funding (currently largely EU funding), including implementation, collaborative grant writing and reporting

CANDIDATE PROFILE

Required Qualifications:



- 3-5+ years of professional experience, with increasing responsibility
- Proven leadership and organisational skills, including meeting deadlines and effective presentation skills
- Self-driven and ready to take initiative on different fronts
- Experience coordinating with diverse and multicultural teams, preferably also volunteering teams
- Strong interpersonal and diplomatic skills, and ability to communicate effectively in international contexts
- Experience in project and financial management
- Fluent English, spoken and written C1 minimum
- Interest in strategic planning and organisational change
- Availability to travel as needed

Desirable:

- Desirable experience managing operating grants or grants from institutional donors (EU, CoE, etc)
- Knowledge of Dutch
- Experience of working in/with international voluntary service organisations

EMPLOYMENT CONDITIONS

- Dynamic, international working environment
- Opportunities for professional development and growth, depending on needs
- Travel opportunities within and outside Europe
- Training opportunities, both internally and externally
- Competitive salary based on Belgian NGO Standards (2,500-2,800 euros gross monthly, depending on qualifications and skills), plus benefits foreseen such as meal cheques, travel to work subsidy, 13th month salary, etc.

SCI is an equal opportunities employer and does not discriminate on the basis of race, religion, colour, national origin, sex, physical or mental disability, or age.

STARTING DATE

November/December 2021 (can be negotiated).

APPLICATION INSTRUCTIONS

Please send your CV and the additional form (located here: <https://bit.ly/3iaTgyz>) to recruitment@sci.ngo with “*Application International Coordinator + [first initial and surname]*” in the subject line. Further enquiries can also be addressed to recruitment@sci.ngo. **Please note any incomplete applications will not be considered.**

The deadline for application is noon CEST on 15 September 2021. Early applications are encouraged as applications are accessed as they are received.

We will notify the shortlisted candidates after the deadline of 15 September. If you are not contacted 2 weeks after the deadline, your application has not been successful.