

Vacancy position

DEPUTY SECRETARY GENERAL OF PAX CHRISTI INTERNATIONAL

Pax Christi International is looking for a **Deputy Secretary General (DSG)** to join the team of Pax Christi International at the International Secretariat in Brussels. The main task of the DSG is to assist the Secretary General in providing the daily management of the International Secretariat in particular to supervise and implement the financial management, to assist in the process of developing long term strategic planning and institutional development and to ensure that Pax Christi International meets all its statutory and legal obligations.

This is a **full time position** based in Brussels. The staff at the International Secretariat is small (10 to 15 people, of which some work from abroad including consultants and volunteers).

Specific Tasks

1. Organize governing body meetings: International Board – Annual General Meeting– Executive Committee
 - 1.1. Prepare the agenda for all these bodies in cooperation with the Secretary General, prepare papers and record the meetings
 - 1.2. Monitor mandates of elected board members and election procedures
 - 1.3. Coordinate and follow up on new membership applications and review existing memberships

2. Finances
 - 2.1. Membership fee management
 - 2.1.1. Review of policy of membership fees
 - 2.1.2. Calculate and monitor membership fees

 - 2.2. Financial policy
 - 2.2.1. Coordinate daily financial management
 - 2.2.2. Assist Secretary General in decision making on administrative and financial matters
 - 2.2.3. Prepare annual budgets, expenses and income
 - 2.2.4. Supervise project staff in preparing budgets for programmes and projects

- 2.2.5. Prepare regular financial reporting on budgets and results to International Board, AGM and ExcOm
- 2.2.6. Follow up on annual budgets and project budgets
- 2.2.7. Coordinate with fundraisers the financial reporting to donors
- 2.2.8. Supervise investments policy with regard to IT development and office
- 2.2.9. Maintain relationships with banks

2.3. Overall coordination of the work of the fundraising staff

2.4. Accountancy

- 2.4.1. Coordinate with accountant the input of data
- 2.4.2. Prepare end of year accounts for audit

2.5. Human Resource policies, systems and processes

- 2.5.1. Review and implement HR policies and procedures and ensure compliance by staff and others
- 2.5.2. Organise regular formal and informal personnel consultations in consultation with Secretary General
- 2.5.3. Prepare and supervise contracts and coordinate salary administration
- 2.5.4. Provide service to employees (social documents, information about salaries, labour rules)
- 2.5.5. Manage personnel budget
- 2.5.6. Follow up time registration
- 2.5.7. Manage insurances personnel
- 2.5.8. Provide possibilities for training, internal and external, of staff
- 2.5.9. Trainees
 - 2.5.9.1. Prepare with mentors training programmes for national and international trainees
 - 2.5.9.2. Follow up administrative and legal matters with regard to trainees
 - 2.5.9.3. Prepare and supervise contracts
 - 2.5.9.4. Supervise mentors

2.6. Legal and statutory issues

- 2.6.1. Follow legal status in Belgium and Chamber of Commerce registration
- 2.6.2. Follow up on Statutes, Internal Rules and Board regulations

2.7. IT coordination

- 2.7.1. Coordinate IT policy

Qualifications

- Degree in financial management and human resources or at least 5 years similar experience in the NGO development sector with varied responsibilities including strategic planning, financial reporting, staff supervision
- Experience of organizational development in international networks including membership organisations
- Experience working with governing bodies and knowledgeable about legal requirements of the Nonprofit sector in Belgium
- A good understanding of current issues and debates in the world bearing on peace building issues
- A good understanding of fundraising
- Experience in managing and motivating people who work from different places

Skills

- Effective coordination and organization skills, including ability to plan, organize and deliver results
- Excellent communications skills
- Fluent written and spoken English - any other language is a plus
- Excellent skills in strategic analysis and problem-solving skills
- Ability to work independently, prioritize and be able to handle a large amount of information
- Culturally sensitive and comfortable with working with others at a distance within a complex organizational setting
- Ability to work under pressure

Applications

- Applications will be reviewed as they are received. Process will stay open until position is filled
- Please send to Ms Greet Vanaerschot, Secretary General, g.vanaerschot@paxchristi.net
 - A letter of application (in English)
 - CV (in English)
 - 2 references
- No phone calls

Employment conditions

- Salary is commensurate with the Belgian non-profit socio-cultural sector.
- Length of contract : unlimited contract
- Starting date : as soon as possible

ABOUT PAX CHRISTI INTERNATIONAL

- Pax Christi International is a Catholic peace movement with 120 member organisations active in more than 50 countries worldwide that promotes peace, respect of human rights, justice & reconciliation throughout the world. Pax Christi was founded in Europe in 1945 as a reconciliation movement bringing together French and Germans after World War II .
- Grounded in the belief that peace is possible and that vicious cycles of violence and injustice can be broken, Pax Christi International addresses the root causes & destructive consequences of violent conflict and war. As a faith-based Catholic movement, Pax Christi's efforts to resolve conflicts are informed by a deep understanding of both the positive and negative impact of religion. Pax Christi International holds special consultative status with the United Nations in New York, Geneva and Vienna, as well as with UNESCO in Paris.