Vacancy - Governance Support Officer

**Job Title:** Governance Support Officer

**Location:** Brussels, Belgium

**Duration:** One (1) year contract under Belgium law – renewable

**Position:** part-time (3 days = 24 hrs/week)

**Starting date:** As soon as possible

**Gross remuneration:** in line with the sector and commensurate to level of experience

**Reports to:** Executive Director

Protection International (PI) is an international not-for-profit organisation registered in Belgium with regional offices in Africa and Mesoamerica, and presences in Thailand, Indonesia, Kenya, DR Congo, Colombia, Guatemala, Honduras and Belgium.

PI stands for the right to defend rights and for freedom from attacks to those who defend them. In many parts of the world, the defence of human rights evokes pressure, threats and attacks from state and non-state actors. PI works with local human rights movements to develop strategies and programmes that prevent and counter such pressure. It researches protection strategies and security management tools that protect human rights defenders, and shares its expertise in this area with people at risk due to their human rights work. PI tailors its approach to each context and profile of defenders we support.

**Job purpose and description**

Protection International operates as an international network that is supported by a Brussels-based Global Team lead by PI Executive Director. There is an International Board of trustees, an international General Assembly and nationally or regionally based Boards.
The purpose of this role is to support the effective functioning of the International Board and ensuring that there is good communication between all PI's governing bodies to ensure alignment to PI's values, principles and agreed policies and practices. The role also aids the Board members to carry out their fiduciary responsibilities efficiently and effectively thought providing effective governance support.

PI Governance Support Officer will work under the supervision of PI Executive Director, and to ensure PI entities work better together by supporting governing bodies members with secretarial tasks and efficient internal communications.

**Reporting lines:**

- Direct/Functional/Hierarchical Line manager: PI Executive Director
- Technical Line Manager: N/A
- Team management: N/A

**Main Duties and Responsibilities:**

- Lead the organisation of PI governing bodies (Board and General Assembly) meetings in cooperation with the Chair of the Board and Executive Director;
- Keep updated information on governing bodies' calendar of meetings and systematise the collection of minutes and decisions
- Provide general administrative support in relation to governance bodies and submission of documentation to liaison the Belgian National Gazette Moniteur Belge in relation to Board members status and other statutory requirements;
- Keep track of meeting calendar, appointments, and membership;
- Support the work of Board working groups and follow up on decisions;
- Support and work with the ED to advance strategies that will strengthen the PI governance system;
- Develop tools to improve the quality of governance processes based on PI values;
- Coordinate the development and implementation of smooth and efficient internal communications with staff and among governing bodies members, including across different regions;
Skills and Knowledge

- Excellent organisational, time management and project management skills;
- Strong communication and interpersonal skills and ability to work in a multi-cultural team with respect for diversity;
- Reliable and diplomatic attitude;
- Proficiency in spoken and written English as well as good working knowledge of French or Dutch are essential. Knowledge of Spanish an asset;
- Ability to work independently while being an enthusiastic team player;
- Results-focused and ability to prioritise multiple tasks and competing deadlines, managing stress effectively;
- Solid IT skills including MS excel, outlook and word, teleconference systems;
- Demonstrated experience supporting governance of an organisation;
- At least 3 to 5 years of relevant professional experience;
- Experience in a membership or network NGO a strong asset;

- University degree in business administration, governance, law, social sciences or equivalent experience;
- Demonstrated commitment to human rights and social justice.

Job offer

We offer a one-year contract, governed by Belgian law, and renewable depending on performance evaluation and availability of funds and the possibility to contribute to the work of human rights defenders worldwide and being part of dynamic and enthusiastic team of professionals committed to social justice.

Gross monthly salary (part-time) starting at 1 611€ and commensurate with skills and experience, plus a competitive benefits package, including group health insurance (for staff based in Belgium), meal vouchers, monthly transport, communications costs and generous leave package.

The position is part-time and based in PI’s office in Brussels, with the possibility to work remotely. You may find further information upon Protection International in our website www.protectioninternational.org
Application process

If you meet the above skills requirements and are interested in applying for this position, please:

- Send your CV and cover letter, in English, by 6 April 2021 to recruitment@protectioninternational.org, mentioning ‘Governance Support Officer’ in the subject line.
- Include your name in the file name of your application documents, e.g. Maria_Smith_CV.doc.
- Submit names and contact details of three references together with your application. Do not attach any certificates or references at this stage of the recruitment process.

Applications will be reviewed on a rolling basis and the position will remain posted until a qualified candidate is selected. Interviews are tentatively planned for late April 2021. Only short-listed candidates will be contacted.

Candidates’ applications with a profile matching criteria for current or future vacancies will be kept in PI human resources database when the candidate gives consent.
Candidates want their information to be removed from PI database, may send, at any time, an email to recruitment@protectioninternational.org entitled as “Delete profile”

Protection International is an equal opportunity employer. The organisation shall not discriminate and will take affirmative action measures to ensure against discrimination in advertisements for employment, recruitment and other conditions of employment, preventing discrimination against any job applicant or employee on the bases of race, colour, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.