



## CARE INTERNATIONAL SECRETARIAT

<b>Position Title:</b>	Director and EU Representative
<b>Supervisor:</b>	Secretary General
<b>Supervises:</b>	Senior EU Advocacy Advisor; Senior EU Partnership and Compliance Advisor; EU Internal Auditor. Indirectly supervises overall team of 9-10 staff.
<b>Location:</b>	CARE International AISBL, Brussels, Belgium
<b>Travel:</b>	20%

### 1. BACKGROUND AND OVERVIEW

CARE's vision is to seek a world of hope, inclusion, and social justice; where poverty has been overcome and people live in dignity and security. CARE<sup>1</sup> puts gender equality, diversity, and inclusion at the centre of all we do because we know that we cannot overcome poverty and social injustice until all people have equal rights and opportunities. CARE's Vision2030 places gender equality at the heart of our ambitions and it radiates through all our work at the level of individuals, teams, the organisation, our programs and our partnerships.

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 21 Members, Candidates and Affiliate, as both a practitioner and thought leader, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. CARE International is committed to gender equality and inclusion, gender justice, human rights and women's and girls' empowerment. This commitment is manifested at the individual and team level as well as in our programming, communications, fundraising and advocacy.

### 2. POSITION SUMMARY

CARE International AISBL (CI Belgium) is one of the legal entities housing the CI Secretariat. CI Secretariat coordinates and supports the global CARE confederation to achieve its common impact goals and shared global priorities.

The Director & EU Representative (EU Rep) directs the work of CI Belgium, which oversees a growing number of Country Offices registered as its branches, and the CI EU team, which seeks to influence the EU and maximise CI access to EU funds.

As Director of CI Belgium, the position oversees the CARE Country Offices registered as its branches, with a particular focus on overall control of the country offices and the EC funding channelled through these entities. Whilst the day-to-day accounting and management of these branches is handled by members of the CARE confederation on behalf of CI Belgium, CI Belgium staff and colleagues based

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<sup>1</sup> Throughout the guidance, the term organisation is used to represent the combined total of the confederation, CARE is a confederation of independent globally connected organisation. CARE is not one single organisation; membership is diverse and we are seeking to further diversify it.

in the country offices are in regular contact, and the branch results are reviewed, consolidated, audited and reported within CI Belgium. The Director & EU Rep maintains a close relationship with the Country Directors of CI Belgium-registered Country Offices, and overall oversight of the finance and grant management functions directly managed in Belgium.

The Director & EU Rep also oversees and drives CI's relationship and engagement with the EU institutions in Brussels, and works with and on behalf of CARE International members and country offices in their efforts to maximise CI's access to EC funding and influence relevant policies from the European Union (EU). The EU is a major policy player in global sustainable development and humanitarian policy and is also one of the largest donors in the world. EU humanitarian (ECHO) and development (INTPA/NEAR) funding is of major significance to CI globally both for members and country offices. As such, CI seeks continuously to enhance its role as a partner of choice for EU institutions and reinforce its capacity to engage constructively in Brussels and with EU Delegations globally around core organisational priorities.

CI European members engage closely in support of the delivery of the work of CI Belgium and the CI EU team to ensure CI has a strong voice in Europe in line with its global priorities. To this end there is close collaboration around the evolution and development of CARE International in Europe, in line with European member and CI-wide strategic priorities. The Director & EU Rep plays an important role to support these efforts through participation in or facilitation/leadership of key working groups and coordination bodies.

As a senior member of the CI Secretariat and member of the Leadership Team, the Director & EU Rep also contributes to the overall organisational development and evolution of CI as a global Confederation, supporting the development and implementation of global policies and strategies, including the implementation of Agenda 2030 in all of its dimensions, as well as supporting Governance structures and CI European member engagement in the confederation.

The Director & EU Rep and the CI Belgium team work closely with the European members and the wider CI Secretariat team, as well as other CARE International Members and country offices situated across the globe. While part of the CI Secretariat, the position works closely with the EU Oversight Committee comprised of National Directors of three of the European members and the CI Secretary General. The position also participates in close coordination with the CI Global Advocacy and Communications team including hubs in Geneva, New York, as well as Brussels.

### **3. MAIN RESPONSIBILITIES – specifically but not limited to**

#### **1. Representation and policy (approx. 20 %)**

- Oversee monitoring, analysis and communications on developments in key areas of European policy of interest to CI and how these bear on the work of CI's members and country offices
- Maintain a detailed understanding of the ongoing relationship between CI's European membership and the EU in association with country offices and Global South CI members
- Proactively network to strengthen and maintain contacts with key/strategic European Commission services and high-level contacts (including the European External Action Service (EEAS), DG INTPA, DG NEAR, DG ECHO, and relevant Commissioners, amongst others), members of the European Parliament and European Member State Permanent Representations based in Brussels
- Ensure that CI is well- represented in strategic NGO fora in Brussels (VOICE CONCORDCAN-EU, etc.), and with other relevant Brussels-based actors and institutions
- Ensure CI visibility through organisation of events (meetings, seminars, etc) which serve to advance CI's advocacy on specific issues and/or show-case CI's work with the EU

- Undertake periodic missions to CARE country and regional offices to enhance their capacity to engage effectively with EU delegations globally, and to gather stories for impactful storytelling at EU level

## **2. Strategic Leadership to Maximise CI's Funding from the EU (approx. 20%)**

- Direct the work of the Senior EU Partnership and Compliance Advisor and EU funding team, particularly regarding EU and ECHO engagement strategies, compliance, and analysis of funding trends in EC external aid
- Support the implementation of a strategic approach and coordination on EC and ECHO funding between CI European Members and Global South CI Members in association with country offices, and provide mediation as required
- Oversee the work of the CI Internal EU Auditor, ensuring targeted and timely support to mitigate the risks associated with EU funding of CI Members and country offices

## **3. Direct CI's European advocacy and substantively contribute to CI's global advocacy – (approx. 20%)**

- Direct and support the Senior EU Advocacy Advisor in their efforts to develop and lead implementation of an annual EU Advocacy Action Plan, in line with CI's global advocacy priorities.
- Engage in and lead direct advocacy efforts where required and pertinent
- Oversee provision of guidance to and coordination with CI's European members, Country Offices and Global South Members in their interactions with the EU around EU policy processes and decisions relevant to CI
- Ensure coordination of advocacy efforts with the CI Global advocacy team, which includes Geneva and New York offices as well as Brussels
- Contribute to the work of the CI Global Advocacy and relevant global thematic advocacy working groups, including through senior inputs to the development of CI global advocacy strategies, processes, and relevant policies

## **4. Advance coordination, collaboration and organisational development of European membership, while contributing to the evolution of CARE International – (approx. 15%)**

- Develop a strong understanding of the capacities of the different CI European members
- Provide leadership and support CI's European members in developing and implementing initiatives to support CI's organizational development in Europe, with a focus on creating synergies, alignment, and coherence with regards to EU engagement and effectiveness, as well as contributing effectively to CI as a whole
- Serve as a member of the European Oversight Committee and the CI Leadership Team, and contribute to these groups' priorities
- Co-chair the European Programme Directors' Working Group and the European Humanitarian Directors' group, ensuring coherence across the groups and appropriate feed-in to the EOC, CI Humanitarian working group, and other CI working groups as relevant
- Supervise CI EU Office team members in their engagement with and coordination of different thematic working groups (advocacy; compliance; funding), contributing to the delivery of CI Belgium's annual operating plan
- Contribute to the development, socialisation, and implementation of CI-wide policies and strategies to meet globally-agreed objectives as part of Agenda 2030, through seeking to bridge CI European and global perspectives

## **5. Oversight of CI Belgium AISBL and Country Office branches - (approx. 25%)**

- Work with Finance Manager to develop an annual operating budget for the CI Belgium office in Brussels and country office branches, and with CI Head of Finance to shepherd it through the CI approval and governance process
- Lead the preparation of the annual operating plan and indicators for the CI Belgium team
- Manage the work of the CI Belgium team, including the preparation of annual appraisals and pro-active promotion of CARE values including gender equality, diversity, and anti-racism
- Oversee the work of CI Belgium country office branches through regular engagement with Country Directors and Senior Management Teams on operational, programmatic, and finance issues, ensuring a smooth running of the offices in line with CI internal rules and procedures. As part of this effort, ensure a twice-annual schedule of calls with Country Directors, occasional country-visits, and regular email exchange
- Engage with CI members delegated to handle the day-to-day operations of CI Belgium country offices on recruitment of Country Directors and any major financial, legal, governance, or operational issue associated with the branches
- Support strategic and practical efforts around potential roll-out of further CI Belgium country office branches, including leadership on decision-making /criteria to include new country offices in CI Belgium and provision of support to country office and CARE member senior teams on registering, transitioning and operationalising new CI Belgium country office entities
- Ensure that the CI Belgium office in Brussels is run smoothly and in compliance with CI internal rules and procedures, and in a manner appropriate to an office of the headquarters of a large international NGO. This includes a role as legal signatory for CI Belgium AISBL

#### Inclusion and Safeguarding

- Promote, create and maintain a diverse and inclusive organisation where a culture of curiosity, learning and trust is the foundation for all teams and different backgrounds, experiences and opinions are encouraged
- Promote, create and maintain a safe organisational culture, including championing the CI Safeguarding Policy and preventing sexual misconduct, within the CI Secretariat and as part of your overall role and wider responsibilities across the CI Confederation.
- Ensure that all direct team members are aware of their responsibilities with the CI Safeguarding Policy commitments, including signing of the Safeguarding Policy and Code of Conduct, and completing induction and refresher trainings.

#### 4. KEY WORKING RELATIONSHIPS

##### Internal:

- Members of the European Oversight Committee/EU National Directors
- CI Leadership Team
- Country Directors of CIB COs
- European Programme Directors
- CI Director of Advocacy and Communications
- CI Representative to the UN
- Senior Humanitarian Policy and Advocacy Coordinator
- European Humanitarian Directors
- CI Humanitarian Working Group
- CI Programme Directors' Working Group
- CI Advocacy Working Group
- Senior CI staff in country and regional offices, and Global South Members

External:

- Senior representatives of EU institutions, including the EC, EEAS, European Parliament, and Member States
- Peer organizations and networks (VOICE, CONCORD, CAN-EU and EPLO) based in Brussels

## 5. **QUALIFICATIONS (Key Selection criteria)**

### **Essential technical competencies for the role:**

- In-depth understanding of the decision making and policy processes in the EU, and how these may be influenced.
- Hands-on experience in one of CI's areas of programmatic interest.
- A good understanding of current issues and debates bearing on humanitarian response and development discourse.

### **Other essential competencies for the role:**

- Superior facilitation, negotiation and diplomatic skills
- Excellent strategic analysis research and problem-solving skills
- Excellent communications and public-speaking skills.
- Ability to work effectively in French and, ideally, additional languages used by CARE members/programmes and EU officials.
- Culturally sensitive and comfortable with working with others at a distance within a complex organizational setting
- Ability to prioritise and handle a large amount of information
- Good coordination and organization skills, including ability to plan, organize and deliver results.
- Willingness to work independently with limited hands-on supervision.
- Adaptability and the skills to work within a small, flexible team.
- Ability to work under pressure to tight deadlines
- Commitment to CARE's vision and mission and to achieving gender equality.
- Diversity: A global citizen that seeks inspiration through working with diverse individuals and teams
- Inclusion: Committed to a just world where all people live in dignity and security and equality is a reality

### **Education or work experience:**

- Master's degree in international relief and development sector, international relations, international law or related field.
- At least ten years' senior experience in the international relief and development sector including in the development and successful implementation of advocacy and campaigning in a not-for-profit setting, preferably in an international environment.

**Languages:** As a global organisation we celebrate those that can bring different languages to the workplace. Our official working language is English, and fluency is required as is fluency in written and spoken French. Proficiency in Spanish, German, or another EU language is a plus.

CARE International is committed to preventing all unwanted behaviour and all forms of misconduct at work, including fraud and corruption and sexual harassment, exploitation and abuse, and child abuse. Everyone who works for CARE is expected to share this commitment and work within CARE International's Safeguarding Policy and sign our Safeguarding Code and Conduct.

CARE International is committed to a safe recruitment process to help attract and appoint the right staff for the role and responsibilities set out in the vacancy notice. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. In addition, we participate in the [Misconduct Disclosure Scheme](#) and will request information from job applicants' previous employers, about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.

### HOW TO APPLY

Interested and qualified candidates should submit their **CV and a brief covering letter of interest in English to [recruitment@careinternational.org](mailto:recruitment@careinternational.org) by May 16, 2024**. Only short-listed candidates will be contacted. Only candidates with the relevant work authorization will be considered.

More Information on CARE International is available at [www.care-international.org](http://www.care-international.org).

***CARE puts gender equality and social justice at the front of our work. We seek to ensure that who we are as an organisation reflects our vision of a world where ALL people can live in dignity and security. Our diversity is our strength. We encourage people from all backgrounds, nationalities, abilities, beliefs, genders, and experiences to apply.***