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| Position: | International Governance Coordinator |
| Dates: | 1 February 2020 – 31 January, 2021 |
| Location: | Saint-Gilles, Brussels, Belgium (flexible or remote working arrangements will be considered for the right candidate) |
| Hours: | 3 days per week |
| Remuneration: | €40,000 – €50,000 per annum depending on location and experience. |
| Contract: | One-year, fixed term contract with possibility of extension by mutual agreement. |

JOB DESCRIPTION

Purpose of the role

This position plays a key internal role in organisational development, management and governance in Peace Brigades International (PBI). The International Governance Coordinator oversees the development and implementation of policy and best practice in finance, human resources and compliance. This position works closely with its counterpart, the International Operations Coordinator to provide a central coordinating function to the international organisation.

Position in the organization

The International Governance Coordinator reports directly to the International Council (IC) and has key relationships with the International Operations Council (IOC) and various committees. It is a three-day-a-week position, has two to three direct reports, and is based in PBI's International Office in Brussels, Belgium. Remote or flexible working arrangements are possible, but applicants should be available to spend significant time in Brussels.

Organisational overview

PBI is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building, advocacy and other support to threatened individuals, organizations and communities pursuing social justice and defending human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico and Nepal.

PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international office, located in Brussels, Belgium.

PBI uses a non-hierarchical model of organizing and decisions are made by consensus. The General Assembly, which convenes every three years, is PBI's highest decision-making body. In between, governance and operations are the responsibility of the international councils. The international councils, committees and working groups, together with the International Office (IO) constitute the International Secretariat (ISEC). IO staff comprise an International Governance Coordinator, International Operations Coordinator, Grants Manager, Finance Manager and Administrator.

For further information about PBI see www.peacebrigades.org.

Key Responsibilities

Finance

- Oversee and develop international finance strategy and policy
- Support finance staff in Country Groups and Projects to ensure timely and accountable financial budgeting, monitoring and reporting
- Oversee the coordination of the International Secretariat's budget and financial audit
- Oversee the coordination of the organisation's global budget and financial audit
- Ensure regular communication and exchange on finance management and auditing issues with the IC, the IOC and relevant committees

Human Resources

- Oversee and develop international human resources strategy and policy
- Manage recruitment processes for the International Office
- Manage employment, volunteer and consultancy contracts for the International Secretariat
- Maintain confidential and secure human resource records
- Act as a reference point for human resource disputes, coordinating and overseeing the organisation's response as an employer

Governance

- Ensure compliance with international and domestic legal requirements
- Maintain a risk management framework and oversee an organisational risk register
- Act as a reference point for legal issues
- Ensure regular communication and exchange on legal issues with the IC and relevant committees
- Convene the Finance and Audit Committee, the Human Resources Committee, and the Legal Committee
- Promote good governance within the organisation by providing support and training to Country Group boards and Project Committees
- Provide support to the IC to fulfil its governance role, including secretariat support:
 - Produce the agenda and minutes for the IC meetings
 - Support follow-up on IC decisions
 - Manage recruitment and succession planning for the IC
 - Provide advice on governance matters

Coordination

- Together with the International Coordinator, ensure the organisation of the General Assembly and IC-IOC Face-to-Face Meetings
- Participate in relevant coordination spaces across the organisation

Supporting functions of the International Office

- Provide on-going oversight and support, ensure realistic and appropriate workplans, and conduct annual appraisals for staff and consultants

Person specification

| | Essential | Desirable |
|---------------------------------|--|-----------|
| Qualifications (minimum) | <ul style="list-style-type: none">• University degree in a relevant area | |

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| Experience | <ul style="list-style-type: none"> • At least three years' experience in a senior management role, preferably within the not-for-profit sector • Demonstrated professional experience in financial management • Demonstrated professional experience in human resource management • Experience working with a board • Experience managing staff and volunteers | <ul style="list-style-type: none"> • Experience with consensus decision-making |
| Knowledge | <ul style="list-style-type: none"> • Expertise in organisational development and governance • Understanding of organisational compliance requirements and risk management • Commitment to and understanding of PBI's principles, mission and objectives • Understanding of human rights protection | |
| Skills | <ul style="list-style-type: none"> • Excellent oral and written communication skills • Fluency in English and Spanish • Cross-cultural competencies • Excellent planning, time management and prioritisation skills | <ul style="list-style-type: none"> • Fluency in French |
| Other | <ul style="list-style-type: none"> • Applicants must be legally entitled to work in Belgium, Spain or the U.S. • Applicants should be available for occasional international travel. • Applicants should be available for occasional evening or weekend work. | |

Application procedure

To apply, please submit a **completed application form** to recruitment@peacebrigades.org. Please put "Application - Governance Coordinator" in the subject of the email. Application form available for download here: www.peacebrigades.org/en/jobs-with-pbi.

The selection process is as follows:

Deadline for applications: **18 February 18:00 CET**

Online test for shortlisted candidates: **24-28 February**

Interviews: **9-13 March**

Start date: **1 April or as soon as possible**

Please note that we are unfortunately unable to respond to applicants who have not been shortlisted for interview.

PBI values diversity and has a strong commitment to equality of opportunity. All applicants will be treated on equal terms, without discrimination on any grounds, and especially for reasons of gender, ethnicity, sexual orientation or physical disability.