



## CARE INTERNATIONAL SECRETARIAT

<b>Position Title:</b>	<b>Senior EU Partnership and Compliance Advisor</b>
<b>Supervisor:</b>	Director and EU Representative
<b>Supervises:</b>	EC Partnership Coordinator, EC Program Management Coordination, EU Funding and Admin Officer
<b>Location:</b>	CARE International AISBL, Brussels, Belgium
<b>Type of Contract:</b>	Contract managed by your hiring office, following labour conditions and regulations adhered to by that office.

### 1. BACKGROUND AND OVERVIEW

CARE International (CI) is a global confederation of Members and Affiliate Members working together to fight poverty and provide assistance in humanitarian emergencies. CI works in more than 90 countries around the world, implementing long-term programmes to fight poverty, responding to humanitarian emergencies and advocating for policy change to improve the lives of the poorest people, with a particular focus on women and girls.

CARE International AISBL (CI Belgium) is one of the legal entities housing the CI Secretariat. The others are in Geneva and London. CI Secretariat coordinates and supports the global CARE confederation to achieve its common impact goals and shared global priorities in line with our global CARE 2030 Vision and Program Strategy. It leads CARE's global advocacy and represents the confederation at the United Nations, the European Union and at key global forums.

### 2. POSITION SUMMARY

The Senior EU Partnership and Compliance Advisor will be based at CARE International AISBL's office in Brussels, Belgium. She/he will work with and on behalf of CARE International Members and CI Implementing Presences (CIPs, i.e. Country Offices and Global South Members, Candidates and Affiliates) in their efforts to optimise their levels of funding from the European Union (EU) and improve their relations with the EU, focusing particularly on ECHO, but also to strengthen their capacity to engage with the European Commission (EC) and manage EC contracts, in close collaboration with the EC Partnership Coordinator, the EC Programme Management Coordinator and the EU Funding and Administration Officer who he/she will line-manage. The Senior EU Partnership and Compliance Advisor is supervised by the Director and EU Representative and works in close collaboration with the other CI Belgium colleagues, CARE International Members and CIPs for the fulfilment of their objectives.

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

1. Lead CI's efforts on EC engagement and compliance, supporting CI Members and CIPs to improve CI's overall strategic approach and coordination
  - Provide CI Members and CI Implementing Presences (CIPs) with intelligence and information on EC policies, programming, funding opportunities and regulatory frameworks, focusing in particular on ECHO, and ensure that intelligence gathered over time is communicated and shared appropriately with all European CARE members and across CI as relevant;
  - Facilitate, develop and support CIPs and CI Members' relations (including attending relevant meetings) with the EC, and ECHO in particular, with regard to strategic positioning, contractual, funding and relevant policy-related issues;

- Supervise the identification and development of analysis on EC funding trends, policies and funding opportunities, as well as CARE's performance, in collaboration with the CI EU funding team;
- Provide to CI Members and CIPs with regular support (timely helpdesk), updates and analysis on contract management and compliance issues, and serve as a key internal expert, especially for ECHO, and lead on guidance regarding the application and interpretation of EU financial regulations and rules, in collaboration with the EC Programme Management Coordinator;
- Supervise the CI EU funding team (3 staff) and ensure implementation of relevant parts of the CI EU Annual Operating Plan (AOP).

2. Oversee and provide capacity-strengthening to CI Members and CIPs on EU rules and procedures

- Gather information on practices regarding EC grants and contracts within and outside CARE International, in collaboration with the EC Programme Management Coordinator;
- Lead the analysis of common issues facing CI Members in relation to EU funding and contracts, in collaboration with the EC Programme Management Coordinator;
- Lead the development of key internal tools, including capacity-strengthening tools, especially on ECHO rules and procedures, to promote coherent practices amongst CI Members;
- In collaboration with the CI EU funding team and CI Members' colleagues, organise and deliver training/webinars and support CI Members and CIPs on EC funding and compliance issues as needed.

3. Undertake representational liaison with EU institutions and other Brussels-based NGOs and NGO networks

- Represent CI and support the Director and EU Representative in ensuring that CARE has a voice regarding relevant EU policy processes and dialogues, in collaboration with the Senior EU Advocacy Advisor;
- Represent CARE International in relevant Brussels-based NGO networks and NGOs meetings (particularly VOICE and CONCORD when relevant);
- Attend other relevant meetings with the EU institutions.

4. Support CI Members and Secretariat in the organisational development of CARE International in Europe

- Participate in and/or support design and implementation of CI coordination meetings and regional fora: European Programme Directors, European Humanitarian Directors; Regional Leadership Team meetings;
- Contribute to the development and implementation of CARE International internal co-ordination mechanisms on funding opportunities and donor relations (namely the CI ECHO ToR and Matrix, and the CI European Coordination Mechanism);
- Provide strategic guidance and contribute to discussions on CI long-term strategic development on EC engagement and compliance as well as facilitate or participate in CI working groups as needed.

5. Other responsibilities

- Support the implementation, monitoring and reporting of the CI EU Office Annual Operating Plan;

- Support the Director and EU Representative on all EU eligibility issues, including providing in-depth support on contractual matters, in collaboration with the the EC Programme Management Coordinator;
- Assist with general office administration and any other tasks as required.

#### 4. KEY WORKING RELATIONSHIPS

**Supervises:** EC Partnership Coordinator, EC Program Management Coordination, EU Funding and Admin Officer

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

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

- Educated to Master degree level preferably in law or social sciences, international relations, development studies, economics
- At least 10 years professional related experience with an NGO or EU Institution

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

- Experience of EC funding procedures and managing EC contracts;
- Good understanding of European Commission regulations/legal experience;
- Interest in and commitment to working with CARE with gender and diversity awareness and interest
- Self-motivated, with the ability to work with a high degree of autonomy and flexibility to respond to rapidly evolving work priorities
- Ability to both handle detail and to assess the “big picture”
- Demonstrable team-working skills and the ability to collaborate effectively with colleagues working in many different locations and across diverse cultures/languages
- Excellent inter-personal and communication skills, including facilitation and networking
- Solution-orientated, excellent problem-solving skills
- Very good knowledge and experience of working with internet and Microsoft Office applications (Word, Excel)
- Willingness and ability to travel occasionally
- International experience, desirable
- Previous experience in training/capacity-building would be an asset

**Languages:** As a global organisation we celebrate those that can bring different languages to the workplace. Our official working language is English, and fluency in oral and written is required, also in French. However fluency in our other working languages Arabic and Spanish are also an advantage.

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

- 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

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 **CVs and a covering letter of interest in English to [circruitment@careinternational.org](mailto:circruitment@careinternational.org) by 18:00 Brussels time, Monday, 4 December, 2023**. Only short-listed candidates will be contacted. Interviews will likely be scheduled the week of 11 December.

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 seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply***