



(Published: 18 December 2015)

ICMC Europe vacancy notice

Job title: Programme trainee
Type of appointment: 4-6 months, full-time
Programme: Migration & Development Civil Society Programme (MADE)
Reports to: Programme coordinator
Location: Brussels, Belgium
Starting date: 1 March 2016
Application deadline: 15 January 2016

The International Catholic Migration Commission (ICMC) is an internationally operating non-governmental organization that serves and protects refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality.

In direct partnership with global and regional civil society partners in Africa, Asia, Europe and Latin America, ICMC coordinates the [Migration and Development Civil Society Programme \(MADE\)](#). MADE is strengthening and widening a global civil society movement working and networking to promote policies for the well-being and protection of all migrants and communities. Within the context of MADE, ICMC also organizes the annual [Civil Society Days of the Global Forum on Migration and Development \(GFMD\)](#).

For the MADE programme, ICMC is recruiting, a **programme assistant** to form part of a small and dynamic programme team. In direct assistance to the programme coordinator, the programme assistant will help with and be trained on broad programme assistance including reporting on meetings and webinars, donor reporting, event organizing, advocacy activities, communication, mailing and database maintenance. The position is full-time and for 4 -6 months, starting 1 March 2016. The trainee will be remunerated in accordance with Belgian law.

Responsibilities and tasks:

Working closely with the programme coordinator, the programme trainee will assist with:

- maintaining and updating the contact database for the MADE network
- assisting in the planning, organisation and administration of meetings, project events, visits, conferences and business trips, in particular for the GFMD Civil Society Days taking place in December 2016 in Bangladesh, and activities of the MADE Europe Chapter.
- assisting and research for the development of a resources section on the MADE website
- assisting in the preparation of project and conference reports, including of the GFMD civil society International Steering Committee

- assisting in advocacy strategies, in particular with regards to migration and the UN 2030 Sustainable Development Goals, and Protecting Migrants on the Move.
- overseeing procurement of services, equipment and materials for the office.
- performing any other duties to contribute to the MADE Programme and ICMC.

Qualifications

- a great planner and organizer
- experience with the migration-related NGOs, labour or other civil society organizations and networks a major plus
- (in final stages of) degree in migration studies, law, international relations, public policy, administration, event management or a related field
- ability to work collaboratively with civil society partners
- excellent written and spoken English. Fluency in French and/or Spanish are a major plus.
- strong computer skills. Knowledge of design software and websites/content management system a plus.
- ability to work on a team in an international environment, independently and under pressure

How to apply

If you are interested to apply for the position, please send us a *Curriculum Vitae* (no more than 3 pages), and a motivation letter explaining who you are and why you would like to work with us. Applications are to be sent to Leila Marzo at recruitment@madenetwork.org.

Kindly include “programme assistant 2016” in the email subject line.

The closing date for receipt of applications is **15 January 2016**. Applications will be evaluated upon receipt. Shortlisted candidates will be interviewed over the course of January or early February. Shortlisted candidates may be asked to submit two professional references. All applicants will be notified by e-mail on the outcome of their application in February 2016.

ICMC is committed to equal opportunities for applicants and employees, and strives for a diverse and balanced workforce. All applications will be treated with confidentiality.