

# **Terre des Hommes** International Federation

*For children, their rights  
and equitable development*

## **Finance/ Administrative Adviser and Fundraiser**

### **International Secretariat, Brussels, Belgium**

#### **Part-time position 50 %**

The Terre des Hommes International Federation (TDHIF) is a leading child-focused independent non-profit global network, composed of nine national member organizations. TDHIF works worldwide for the promotion and implementation of children's rights through 730 humanitarian and development projects in 67 countries, as well as through global, regional and national advocacy and campaigns, run for and with children.

TDHIF thrives to guarantee that every child has a safe and enjoyable childhood, that every young person feels empowered and that every community we work with is engaged.

TDHIF is supported by an International Secretariat with a team of 6 people located in Brussels and Geneva, with essential advocacy, representation, coordination, and standard setting functions.

#### **Key responsibilities**

As a member of the International Secretariat team, she/he reports directly to the Secretary General. The finance/administrative adviser and fundraiser ensures the running of Finance, HR, IT, administration, and logistics of the International Secretariat. She/he is also tasked to identify and seize funding opportunities for specific Federation's projects and to ensure the follow up with donors.

#### **Main tasks:**

- Lead the financial management of the International Secretariat of TDHIF, under the Secretary General supervision.
- Assist the preparation of the annual International Secretariat's budget and ensure the budget and accounts' monitoring.
- Manage the treasury and ensure all payments.
- Manage all organizational and administrative tasks related to the offices in Brussels and Geneva, in collaboration with our external service providers – (such as accountant, execution of payroll, health insurance brokers, IT and other procurement services).

#### **International Secretariat**

3 Chemin du Pré-Picot, 1223 Cologny / Geneva Switzerland  
Phone : +41 22 736 33 72 – E-mail : [intl-secr@terredeshommes.org](mailto:intl-secr@terredeshommes.org)  
Bank account : Banque Cantonale de Genève – Account no T3100.25.97

An international non-governmental organisation in consultative status with the United Nations ECOSOC, UNICEF, ILO, IOM and the Council of Europe

- Develop and support the recruitment and other HR processes and HR management tools.
- Engage in fundraising for joint project proposals for advocacy/campaigns and/or programmes and manage small grants.
- Support the administrative and logistic organization of events and visits, as needed.

### **Key competencies and qualifications**

Candidates must embody the key values of TDHIF and be driven by its mission. They demonstrate the following skills and qualities:

- Higher education or equivalent professional experience in international administration, finance and/or HR management, marketing
- 5 years of professional experience in administration, finance and human resources management, with at least one of them acquired in Belgium and/or Switzerland
- Knowledge and some experience in fundraising, generating and successfully managing grants and other donations from a number of sources, especially at EU level
- Fluency in French and English language and good computer literacy
- Great organizational self-management skills, highly structured
- Strong solution-oriented approach
- Ability to multitask and work well under pressure, with deadlines
- Previous work experience in the international development and humanitarian aid sector and/or child rights field is an asset
- EU citizenship or a valid working permit for Belgium is required

### **We offer**

An exciting opportunity for an individual with a genuine commitment to improve the lives of children across the globe.

Personal development opportunities and good working conditions in a multicultural environment.

The role is defined as part-time position, based in Brussels with flexible working arrangements and working time.

### **Application procedure**

TDHIF is an equal opportunity employer.

Our recruitment procedures reflect our commitment as an organization towards keeping children safe.

To apply, please send an up-to-date curriculum vitae (including comprehensive details of key achievements and responsibilities) along with a covering letter of application addressing the person specification at [jobs@tdh.de](mailto:jobs@tdh.de) . Thanks to send your application as soon as possible -since we are looking for a candidate starting to the next suitable date, early 2023.

- Shortlisted candidates will have video conferencing interviews with the Selection Panel followed by an in-person interview for finalist candidates.
- The successful candidate will be expected to take up the post next January 2023 or as soon as possible early 2023.