



VACANCY
For a full time position as an administrative coordinator of the
Centre Maurits Coppieters.

Profile for a new CMC administrative coordinator

A. Criteria

We are looking for an administrative coordinator (M/F), to start working at the CMC office, based in Brussels, in the beginning of May 2009 (exact date to be agreed with the selected person):

- With good organisational skills
- With a university or high school degree.
- Who is accurate, diligent, ready to work and has a professional attitude
- Who is looking for a challenge.
- Who is a good networker and team player.
- Who has also own-initiative and acts autonomously.
- With knowledge of the European Parliament and its regulations.
- Working language: English and French. Good knowledge of Spanish and other languages is an asset. The ideal person that we are looking for should have a sensibility towards multilingualism
- With good knowledge in accounting.
- With good knowledge of computer use.
- With a minimum of 3 years relevant experience for this post. Experience within a CMC member will be an asset.

B. Main tasks and responsibilities:

- Run the accounts of the organisation, introduction of the subvention dossier
- Organisation, follow up and implementation of the decisions taken by the General Assembly and the Bureau.
- Follow up, communicate and coordinate the advices of the Scientific Board with the members of the Bureau and General Assembly.

- **NETWORKING:**
 - Co-ordinating CMC members.
 - Relation with the European political foundations.
 - Relation with other potential CMC foundations and organisations.
 - Participating in any meeting that is necessary for the development of the organisation. Spreading information among its members and informing about any important European issue.
 - Representing CMC in fact-finding missions, visits to foundations/organisations, institutions, etc.
 - Relations with the European Institutions, mainly the European Parliament.

- **COMMUNICATION:**
 - Drafting texts.
 - Website: To manage the CMC website; updating info, looking for ways of raising the number of visitors.
 - Keep a constant communication with the members, the Scientific Board and with potential partners.

- **MANAGEMENT:**
 - Funding: To be in charge of the financial aspects of the foundation (make the accounts, relation with auditors, preparing annual dossier requesting public grants –European Parliament- and members contributions, preparing final annual reports on the accounts, monitor the good development of the financial situation, etc).

 - Legal aspects: To be in charge of the necessary updating of the legal texts (statutes and internal rules of procedure) of the foundation; to monitor the EU Regulations on European political foundations, related issues and to make sure that CMC accomplish all of them.

- **ORGANISING TASKS:**
 - Organising the statutory meetings: General Assembly and Bureau meetings.

 - Organising and/or co-organising all the events, publications or activities of the foundation.

C. Working conditions and facilities:

- Working week of 38 h/week.
- Long-term contract (6 months trial period).

- Paid travel costs coming from the place of origin and returning (once).
- 2500€ basic gross salary (to be adapted to the years of experience of the selected candidate).
- Meal tickets.

D. How to send in your application:

Please send your application **by e-mail** before **Friday the 20th of February 2009 at 12.00h** to

Mr. Günther Dauwen

CMC Secretary
19 woeringenstraat
1000 Brussels

e-mail: info@cmc-foundation.org

Application must include a detailed curriculum vitae and an application letter with a clear motivation. Recommendation letters are welcome.

The jury appointed by the Bureau of CMC will draw up a short list on the 26th of February. The candidates selected on the short list will receive a written assignment to provide us with a text on a specific subject that will be sent to them on the same day (26th February). The written assignment should be send back to EFA before the 11th of March at noon.

Shortlisted candidates who pass the assignment with succes will be invited to an interview in Brussels in the middle of April (15/04: date to be confirmed). Transport costs will be covered.

CMC is an equal opportunity employer not discriminating on the basis of origin, religion, gender, disability, and/or sexual orientation.