

EU supports sustainable development in developing countries in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.

The European Union (EU) is currently recruiting applicants worldwide for these vacant positions.

Positions are as follows:

Development and Communications Director

Reporting to: Executive Director

Responsibilities:

- * Report to the Executive Director
- * Fundraising and Communications
- * Responsible for planning, organizing and managing a comprehensive program of fund development and communications
- * Create an annual budget, set annual fundraising goals for unrestricted funds and meet the goals
- * Recruit board members (Board of Directors/Advisors) with guidance from the board
- * Liaise with the board members on a consistent basis
- * Research major gift prospects - current and new
- * Manage stewardship/donor relations of major donors
- * Further develop major gift and cultivation for major, corporate and foundational support
- * Organize events to cultivate major donors
- * Oversee fundraising events such as World Food Day and World Water Day
- * Further develop and implement the planned giving program
- * Supervise two full staff members (Communications Manager & Database and Website Manager)
- * Oversee written documents, such as brochures, newsletters, press releases, direct mail campaigns, letters in response to inquiries, donor correspondence, etc.
- * Oversee website and all aspects of e-communications

Head of Mission

Managing HQ: European Union

General objective: This post is the head of the Capital Management Team (CMT) and the mission. The Country Director coordinates all the activities of European Union on the field and directs the mission according to strategic objectives. The Country Director also coordinates the security aspects of the mission. He/she is the human resources manager for the expatriate team, and he/she is in charge of coordinating the technical programs in the absence of technical coordinators. He/she is the European Union representative on the field and interacts regularly with donors, other agencies and local authorities.

Requirements:

* Strategic Mission Management: Collect, filter and analyze all relevant information regarding the national and regional context of the mission. Define EU's country objectives and strategy in response to observed humanitarian needs. Continuously adjust EU's response according to changing situations.

- * Operations Management: Ensure that adequate management and support systems are in place and well coordinated among the different departments.
 - o Monitor activities and output and remain aware of obstacles and constraints.
 - o Define operational plans for teams on the field, direct the teams toward strategic objectives and follow up on project development.
 - o Prepare all donor reports with the help of the field teams and the Technical Coordinators.

- * Human Resources Management: Define the positions needed to implement the country strategy and projects. Make sure proper job descriptions are developed and forwarded in time to the NY Recruitment department.
 - o Ensure the welcome, orientation and briefing of each new expatriate team member.
 - o Ensure each expatriate is evaluated punctually (minimum every 4 months) by his/her supervisor.
 - o Ensure all tools are in place for the correct and lawful management of the local staff team.

- * Security Management: The HoM is responsible for the overall safety of the team.
 - o Design and enforce the national security plan and ensure that each Base Coordinator has made and enforces an adequate local security plan.
 - o Ensure that the team has a culture of frequently debating and analyzing security.

- * Financial Management: Define, together with the Desk, the most appropriate donor strategy. Maintain regular contact with donors, understand their policies and approach them formally and informally with concepts for intervention
 - o Ensure that all expenses in and/or for the mission are covered by budgets. Plan in advance what new expenses and investments will be necessary, in order to include them in new proposals.

- * Internal Communication: Organize and maintain an adequate flow of information throughout the team. This includes written and verbal, formal and informal, fixed and ad hoc communications between any and all expatriate and local staff members.
 - o Make sure sufficient technical infrastructure is available to include all bases in the internal communications flow.
 - o Ensure regular situation reports, based on the situation reports received from the Base Coordinators and information gathered by the HoM him/herself.
 - o Make certain that expats and senior local staff meet at least once a week, and that at least one meeting a month is held with all local staff at each base.
 - o Ensure daily contact with the bases via radio.
 - o The HoM has regular contact with the Desk (1/week = absolute minimum) to keep HQ informed of all new developments and the progress of the program.

- * External Communication: Maintain a network of contacts and relationships with relevant counterparts, authorities and personalities. This can include military and civilian authorities, key persons in academia, press, etc, other NGOs, UN agencies, donor agencies, etc...
 - o Negotiate when and if necessary with all the local civil and military authorities for the smooth running of AAH programs.

Managing HQ: Multiple HQs, EU International Network

European Union is urgently recruiting, for its International Network, 8 Administrators & Financial Controllers.

The main focus of this position is to coordinate the administration & finance of the mission - providing support to the Nutrition, Primary Health Care, Food Security and Water & Sanitation programs. At the same time building the capacity of the national administrative staff, and continue the review and improve the administrative procedures of the mission, developing better harmonization with the Logistic and Program functions.

General Responsibilities

In liaison with the Country Director, Logistic Coordinator and Technical Coordinator:

1. Responsible for the accountancy and financial management of the mission
2. Responsible for the administrative management of the mission
3. Responsible for the national human resources management of the mission

Medical and Nutrition Coordinator

Directing HQ: European Union

General Objective: Coordinate all European Union nutrition programs.

Requirements

- * Technical follow up and support of the nutrition teams on the bases
- * Evaluate the evolution of the programs
- * Determine the program strategy with the Head of Mission
- * Coordinate with the medical and nutrition authorities
- * Conduct qualitative program analysis

Nutrition Program Manager

Directing HQ: European Union

General Objective: Manage the different EU national nutrition programs

Requirements:

- * Organize the treatment of severe malnutrition in Therapeutic Feeding Centers and Central District hospitals
- * Communicate with the local government and other agencies in order to advocate for reforms in the health system
- * Coordinate with the other health and medical managers to ensure consistent strategies and program implementation
- * Write Activity reports and supervise approximately 70 staff

Qualifications

- * Previous experience with EU or solid experience with another NGO
- * Prior experience in development situations

- * Good experience and qualifications in nutrition
- * Degree in Nutrition or Nursing

Logistician

Directing Headquarters: European Union

General Objective: Responsible for the operational aspects of logistics on the base, recruiting and training of the new national staff. Manage transportation logistics and distributions for nutrition programs. Assist the Base Coordinator with logistic details.

Requirements:

- * Base Management: security, daily logistics, base administration, money management, basic accountancy and budget follow-up.
- * Involvement in programs: planning the Supplemental Feeding Center distributions with the nurses; supervise the rehabilitation and construction programs; assist in the evaluation of missions to new areas; ensure functionality of the communications equipment.

Who Can Work with EU?

General guidelines for potential EU international field volunteers...

Qualifications and Requirements

- * Candidates are required to have a degree and professional experience in their field.
- * Overseas work experience or extensive travel is a plus.
- * Experience with a non-governmental organization is an advantage desired.
- * Working knowledge of English and preferably another language such as French or Spanish is preferred.

Personal Profile

- * Motivation: Individuals who are committed to humanitarian ideals. Energetic people who are capable of handling stressful work environments, long hours, and can integrate into their local environment and respect indigenous cultures.
- * Adaptability: Flexible individuals who can quickly adapt to living and working with a team and who can act as team players. Can work within the fluid and constantly changing environment of the field.
- * Initiative: Can take leadership roles and work autonomously. Able to be self-sufficient and handle problems as they arise.
- * Professionalism: Must be able to work with a team and local staff in a professional and mature manner. Volunteers must represent European Union positively at all times in dealing with local authorities.

Benefits of Working with EU

- * Training provided by a training consultant before leaving for assignment site.
- * All expenses paid in the field: transportation, room and board, and living expenses.
- * Monthly stipend from \$800 to \$1,100, deposited into your home bank account.
- * Full insurance package, including war risk, emergency evacuation, and medical.
- * Accrual of 2.5 days paid leave per month, which can be used upon completion of the project or after one year.

* 1 week paid leave every three to four months while in the field.

SALARIES AND ALLOWANCES

Starting salaries for New Entrants are based upon the FS grade level at which the applicant is appointed. Foreign Service pay scales are set by Congress and are reviewed annually for cost-of-living adjustments. New Entrants who do not reside in the United States are reimbursed for their own and their dependents' assignment travel to Washington, D.C. and shipment for household effects. At overseas posts, New Entrants receive non-taxable government housing, as well as a non-taxable cost-of-living allowance where the cost of living is higher than in Washington D.C. They may also receive a "school-away-from-post" allowance for the education of their dependent (children). A taxable differential of 5-20% of basic salary may be paid for service at designated overseas posts. Other benefits include paid annual leave, home leave, and sick leave; contributory government life and group health insurance coverage selected by the New Entrant; medical care and hospitalization overseas; transportation to and from post; shipment of authorized weights of household goods, and where permitted, shipment of a motor vehicle.

RETIREMENT AND ANNUITIES

New Entrants employed with EU are under the Foreign Service Pension System (FSPS). Under the FSPS, they may retire voluntarily after 20 years of service. Such service includes all creditable government and military service. Retirement is mandatory at age 65. New Entrants enrolled in the FSPS contribute to both the Foreign Service Retirement System and Social Security. This is a three-tiered system with employees being allowed to contribute to

- (1) a thrift savings plan,
- (2) a defined annuity plan, and
- (3) social security.

The annuity is based upon 1.7% times the first 20 years in the foreign service times the "high three average" base salary. The additional years after 20 are multiplied by 1.0% times the high three base salary. The maximum period of creditable service is 35 years.

Please Note

All posts for first time volunteers are unaccompanied. In most cases, the location of our programs does not allow for friends or family members to visit volunteers. Accompanied posts are only considered after a few years with the organization.

How To Apply

Employment & internship opportunities with EU

We accept applications for field positions on an ongoing basis.

To apply for any available position that suits you, please send a cover letter and resume to European Union, via email to the Director of Human Resources:

Please note only email applications will be accepted.

E-mail: application@eurunion.hs.st -- please include "Ref: position" in the subject line.

Duke Simon
Director of Human Resources

Email: jobs@eurunion.ht.st, europeanunion@w3.to
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