



VIEWS INTERNATIONAL aisbl

Visually Impaired Education and Work Support INTERNATIONAL

Quai E. Van Beneden 19
B – 4020 Liège (Belgium)

Phone: +32 (0)4 375 35 20
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IBAN: BE90 0015 7721 3532 office@viewsinternational.eu
BIC: GEBABEBB www.viewsinternational.eu

aisbl 898.980.459 (international non profit organisation)

VIEWS International recruits 1 administrative assistant

Contract Type: Close end from October 1st 2016 till March 31st 2017
with a renewal opportunity.

Position: administrative Assistant

Starting date : 1 October 2016

Location : 19 Quai Van Beneden 4020 Liège

Weekly hours : Half time - 19h/week

Special requirement : APE Passport

Our organization

Founded in 2008 VIEWS International AISBL, has members in 20 different countries who are either organizations or individuals. All share an interest at various level in young visually impaired people : They can be young VI themselves, parents, teachers, professionals, organizations,...

VIEWS International activities are a continuation of those undertaken by VIEWS since 2001.

Responsibilities:

1° Facilities Management (Office and the EVS apartment) :

- Contact with the landlord/lady ;
- Responsible for finding tenants for the volunteers apartment when there are no visually impaired volunteers in the facility.
- responsible of the maintenance and small renovations (with the help of volunteers);
- Bills payment: insurances, utilities, ...

2° Handling the human resources of the executive office :

- Assisted by a volunteer, the candidate is in charge of the contacts with the social secrétariat, the "Work doctor", the regional and local authorities, (subsidies APE, Access to work interventions)...

3° management and animation of the Belgian volunteers (helpers) :

- Search for local volunteers,
- redaction of the agreement between VI and the local volunteers;
- organisation of the training and insurances of the volunteers.

4° Helped by a volunteer, Preparation of des accountancy documents to facilitate their encoding by the accountant.

5° After some training, management and/or accompaniment of European projects for young VIP

6° And any such duties that ensure the smooth operation of the organization.

Basic Profile:

- A Bachelor's degree in a relevant subject (e.g. management, psychology, social work, project management etc.). A master's degree in a relevant subject will be an advantage.

Technical Skills:

- Administrative work (including daily finances)
- Report writing
- Human resources management
- Housing management



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Behavioural Skills:

- Good communication skills
- Being organized and rigorous;
- Being pro-active, able to take initiatives,
- Good listening skills and empathy;
- Stress resistant
- Being honest, conscientious and professional;
- Team-player as well as self-reliant

Language Skills:

- Fluent in spoken and written French within a professional environment
- Intermediate level in spoken and written English
- Knowledge of an extra language is a plus.

IT Skills:

- Word Processing,
- Good command of a Spreadsheet program;
- Presentation Software,
- Familiarity with screen reading programs such as Jaws, ZoomText, ...

Bonuses:

- Having some work experience in an intercultural environment ;
- Familiarity with the issues experienced by the public of VIEWS International.
- A positive attitude and a sense of humour

We offer:

A pleasant working environment as well as many challenges!

The flexible schedule of the working hours allows for a harmonious cohabitation of your professional and private life;

The salary is calculated according to the baremic scale 4.1 or 4.2 of the parity commission 329.02 (Depending on the professional experience and the diploma).

The ethos of VIEWS International Alsbl is open and nurturing: It values your life experience and gives your ideas and initiatives a chance to develop and grow.

VIEWS International is an equal opportunity employer; it offers each candidate an equal chance. This position favours the employment of a visually impaired candidate.

How to Apply?

At the latest for the 20th September 2016, please send by postal mail or E-mail the following:

- A CV in French.
- A cover letter in English, explaining why you are a suitable candidate for this post. You may wish to consult the job description and person specification when writing your cover letter.
- OPTIONAL: In addition to the CV in French you could also send an English version of your CV.
- Your APE passport at:



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Shortlisted candidates will be invited to an interview which will have French and an English component.