

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 162 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice, and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

Caritas Europa is seeking to recruit a (m/f):

International Cooperation and Humanitarian Director

(full-time, permanent contract)

Role:

- To provide strategic leadership and ensure the optimal implementation and development of Caritas Europa's work on Integral Human Development and Humanitarian Response: from disaster preparedness to sustainable development, thus adopting a holistic approach in line with the triple nexus;
- To foster integral human development programmes in Europe and globally, based on the principle of localisation;
- To lead the international European advocacy work of the Caritas Europa network for an integral and consistent approach to humanitarian and long-term international cooperation policies;
- To promote and mainstream Caritas' safeguarding policies throughout the Caritas Europa network.

Main responsibilities:

- 1) To provide strategic leadership to the International Cooperation and Humanitarian work of the Caritas Europa network:
 - a. To strengthen the capacities of the network and of its members in disaster preparedness, disaster risk reduction, humanitarian response and international cooperation for sustainable development;
 - b. To ensure the external recognition of Caritas as an international cooperation and humanitarian actor, promoting these principles and ways of working;
 - c. To advocate for an integral and consistent approach to humanitarian and long-term international development policies;
 - d. To promote and mainstream safeguarding of children and adults in situations of vulnerability or power imbalance in all work areas.
- 2) To ensure adequate support to the Caritas Europa Member Organisations in case of emergencies and, more generally, ensure closeness between the Caritas Europa Secretariat and Member Organisations active in the humanitarian field, including via strict communication and coordination with the relevant structures of [Caritas Internationalis](http://www.caritas.eu);
- 3) To lead and manage the International Cooperation and Humanitarian unit of Caritas Europa;
- 4) To provide support, guidance, and supervision to the relevant Caritas Europa working structures in the field of International Cooperation and Humanitarian Action;
- 5) To represent the organisation externally within the mandate given by the Secretary General;

- 6) To participate in the Senior Management Team, exercising co-leadership of the Caritas Europa team and towards the governance of the organisation;
- 7) Any other responsibility or task that might be necessary to the achievement of the strategic outcomes or specific tasks related to the adequate functioning of the organisation.

Profile:

- At least 7 years of professional experience acquired in positions relevant to the responsibilities of this position;
- University degree in European affairs, international relations, humanitarian affairs, development policies, or equivalent experience;
- Excellent leadership and management skills;
- Excellent inter-personal skills;
- Strong diplomacy, representation, public speaking, facilitation and networking skills;
- Fluent oral and written English communication skills; good knowledge of other languages, in particular French/German is a strong asset;
- Thorough knowledge of the relevant EU legislative framework, the EU institutions and their functioning is required; knowledge of international conventions and law is an asset;
- Ability to analyse policy developments and draft policy positions/recommendations;
- Familiarity with key humanitarian policies and frameworks;
- Understanding of, and commitment to, the triple nexus approach, based on localisation;
- Field experience, especially in the global South and managing response strategies in humanitarian crises are assets;
- Understanding of an "accompanying attitude" and able to implement it towards member organisations;
- Understanding of, and commitment to, the principles of Catholic Social Teaching, on which Caritas' work is firmly rooted;
- Experience with Caritas and/or other Church organisations is a strong asset;
- Result-oriented: possesses flexibility and shows initiative and proactivity;
- Ability to work and create a supportive working environment within an international team; possess intercultural competence and sensitivity;
- Computer skills and experience working with Microsoft Office software.

Offer and conditions:

We offer a full-time permanent contract in line with our salary scheme (depending on experience) and with extra-legal benefits (hospitalisation and pension insurance, lunch vouchers, contribution to public transport).

The main place of work is Brussels. Regular teleworking is possible. The work also entails regular travel to other countries, mainly within Europe, sometimes with short notice, and will therefore require a lot of flexibility. The International Cooperation and Humanitarian Director reports directly to the Secretary General of Caritas Europa.

Caritas Europa is committed to diversity, equal opportunities and non-discrimination.

Starting date: ASAP

Application:

Please submit a motivation letter (max. one page and CV by **4th November 2022, 23:59 Brussels time** to secretary-general@caritas.eu and ssinibaldi@caritas.eu, mentioning in the subject “**International Cooperation and Humanitarian Director**”.

We thank all candidates in advance who show interest in this offer. Only shortlisted candidates will be contacted for an interview, around the 10th of November. The first round of interviews will be held on the 18th of November. A second round of interviews will be carried out shortly after. Prospective candidates will be asked to carry out a written assignment in English as part of the selection procedure.

Caritas Europa is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outline the expected behavior and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.

Any candidate offered a job within Caritas Europa will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.