



TRAINEE PROJECT MANAGER

Paid Traineeship Position

DETAILS

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| Duration: | Six months |
| Start: | As soon as possible |
| Location: | Brussels |
| Language: | Dutch |
| How to apply: | <p>To apply, please complete our online form and upload your CV and cover letter, or send them directly via email to:</p> <ul style="list-style-type: none">• Bridget Thielens Lomo, Trainer & Project Manager bridget.thielens@cifal-flanders.org• Camila Salazar, Project & Communications Manager camila.salazar@cifal-flanders.org |
| Deadline to apply: | Applications will be reviewed on a rolling basis until the position is filled. |

DESCRIPTION OF OUR ORGANISATION

CIFAL Flanders is the International Training Centre for Authorities and Leaders affiliated with UNITAR and located in Brussels. It is part of the CIFAL Global Network, the principal training arm of the United Nations, with headquarters in Geneva. CIFAL Flanders serves as a centre of expertise on the SDGs and Human Rights, offering trainings, workshops, project development, and coaching.

Our mission is to promote peace, human rights, and sustainable development by upholding the declarations, principles, and guidelines of the United Nations, with particular focus on the Universal Declaration of Human Rights, the Paris Agreement, the Pact for the Future, the 2030 Agenda, and its Sustainable Development Goals. CIFAL Flanders conducts Action Learning training to empower leaders in society and to bridge the gap between theory and practice within national and subnational policies, local authorities, trade unions, civil society, academia, and the private sector. Our organisation is defined by a wide range of impact-driven projects and activities.

DESCRIPTION OF THE TRAINEESHIP

We are currently seeking a **Trainee Project Manager** to assist with the organisation's strategic and training activities. The traineeship provides a valuable learning opportunity within a small, motivated team for individuals interested in sustainable development, human rights, migration, climate, corporate social responsibility, and engaging with governments, businesses, civil society, higher education, and the United Nations.

The candidate will be assigned the following tasks as a Trainee Project Manager:

- Support the strategic implementation of CIFAL Flanders' business plan, including assisting with the development of Action Learning training projects and contributing to the setup and launch of the new office in Brussels.
- Contribute to stakeholder engagement efforts, including supporting outreach to existing and potential partners in the context of CIFAL Flanders' new office and ongoing programme development
- Organise sector-specific courses and workshops by preparing and assisting in training.
- Assist office staff before, during, and after events organised by CIFAL Flanders.
- Assist office staff with administrative, communication, and other tasks.

Specific requirements for this traineeship:

Academic qualification: University degree preferably at Master level or equivalent in Business Management, Economic Studies, Law, Environmental Management, International Business Relations, Strategic Management, or any other related field relevant to the themes addressed by the offer.

Work experience (not required, but is an asset): corporate social responsibility, business ethics, sustainability labelling systems, stakeholder management, company foundations; experience in organising large events; experience in an international work environment.

Language skills: Excellent proficiency in written and spoken Dutch, strong skills in written and spoken French and English (native French speaking is considered a valuable asset).

Computer literacy: IT and database management (Mailchimp, Teamleader, Monday), knowledge of website management (WordPress), MS Office (Word, Outlook, PowerPoint) and social media (Twitter, LinkedIn, Facebook).

Additional skills/requirements: Excellent analytical and organisational skills, good written and oral communication skills, proven ability to work in a multicultural environment, good team orientation, and ability to multitask.

What can you expect from this traineeship?

Learning opportunities

- Deepen your understanding of the UN 2030 Agenda, Sustainable Development, and Corporate Social Responsibility through hands-on learning.
- Explore broader UN frameworks such as the Pact for the Future, Paris Agreement and the Universal Declaration of Human Rights.
- Strengthen your communication and project management skills by contributing to CIFAL-led initiatives in a supportive team environment.
- Build an extensive network of contacts across business, government, and academia.
- Gain valuable experience that will benefit your future career in international cooperation, sustainability, or public policy.

Paid Traineeship

Holidays: During the traineeship, you will receive 9 days of holiday (1,5 days per month). CIFAL Flanders' has a fair and flexible holiday policy to accommodate religious observance or other needs.

CIFAL Flanders is committed to the principles of employment equity and diversity in its workforce.