

Call for the position of an Administration Officer

OII Europe is looking for a 100% (40h/week) Administration Officer to strengthen our team in its work towards the implementation of human rights standards for intersex people in Europe. The position is temporary for one year, with the perspective of being turned into a permanent position.

Closing Date

Applications sent by e-mail to by **Monday, 13th November 2023, 8:00 CET** to position@oiiurope.org in the format described below will be considered.

Background

OII Europe – Organisation Intersex International Europe e.V. – is the European intersex umbrella organisation, working for the equality and the protection of human rights of intersex people, also known as persons with variations of sex characteristics, and their families in Europe and Central Asia. OII Europe is intersex-led. The organisation was established in 2012 as network of national intersex-led organisations. In 2015, Organisation Intersex International Europe e.V. was founded as a continuation of this network and is, since 2016, registered as a non-profit NGO based in Germany. Currently OII E has members in more than 20 countries across Europe.

Job Description

As Administration Officer you will work as part of the OII Europe Team and report to the Executive Director. You will predominantly be tasked with all administrative aspects of OII Europe's work. In particular you will

- contribute to the smooth day-to-day operating of the organisation
- carry out administrative processes connected to the status of OII Europe as a charitable NGO, to OII Europe's funder base and to OII Europe's membership
- be co-responsible for the logistic aspects of the annual OII Europe Community Event & Public Conference

Primary job duties include:

- Communicate with administrative, public and private sector bodies relevant to OII Europe's work in Germany and across Europe
- Keep track of upcoming events and deadlines across all areas of OII Europe's work
- Maintain and update OII Europe databases

- Maintain and update the filing system for important and confidential documents
- Schedule in-house and external events
- Administer scholarship and reimbursements processes
- Arrange travel and accommodation
- Research and prepare the purchase of OII Europe equipment and office supplies
- Research and report on regulations relevant to OII Europe's status as a charitable NGO under German and EU law
- Co-write the OII Europe Annual Report
- Contribute to writing applications and reports to funders

Who we are looking for

Your ability to plan, prioritize and organize a complex workload will be essential. Strong communication skills are a must. Attention to detail combined with efficient work performance will be key. Your interest in increasing your knowledge and continuously developing your skills further, including through training, will be a necessity in the fast-paced work environment of a European NGO. Experience of working (professionally or as a volunteer) for an intersex-led non-profit organization or in a comparable human rights field will be considered a strong advantage.

Timeline

12.10.2023	Launch of Call
13.11.2023	Deadline for receiving your application (8 am CET)
20.11-24.11.2023	First round of interviews
30.11-5.12.2023	Second round of interviews
15.-24.12.2023	Decision communicated with all participants
1.1.2024 (earliest)	
1.2.2024 (latest)	Start of position

Scope of position:

100% part time (equals full time), temporary contract (option to be turned into permanent contract after 1 year depending on available funding)

The successful candidate will need to take residence in Berlin; however, to alleviate possible challenges of moving to a new town, the position may start remotely for a maximum of 3 months. For candidates who may need a work permit, a university diploma will be required due to German immigration practices.

Performance of duties and remuneration and benefits

The weekly working time for the 100% position is 40 hours per week.

OII Europe

- remunerates under a salary matrix structure related to TVL West; **the monthly gross salary being offered for the post is 3.360,- Euro**; health insurance is included
- offers **24 days annual leave** (full time position) and, in addition, **end of year leave** between 24.12. and 1.1.
- provides in case of relocation, up to 1000,- Euro financial support for moving expenses
- supports the successful candidate in obtaining a work permit (if applicable)

Who can apply:

Anyone

- with a minimum of 2 years of direct experience in working in administration or project management
- who is devoted to work for an organisation who advances the human rights of intersex people/persons with a variation of sex characteristics
- has experience with carrying out a significant number of the job duties described above
- wants to work in a job environment of constant learning
- meets the requirements set out below

is welcome to apply.

Skills and knowledge

- Excellent English and German proficiency (both written and spoken); high proficiency in another European language a strong asset
- Strong organising skills with a problem-solving attitude
- Attention to detail
- Strong flexibility to adapt to limitations and unexpected situations
- Strong ability to understand and handle differences in administrative and structural processes in different countries
- Good familiarity with German administrative systems and regulations an asset
- Strong communication skills with different audiences (e.g., administration, funders, private sector, volunteers, member organisations)
- High sense of initiative; ability to handle multiple tasks and deadlines, plan, prioritize and organize a complex workload
- Strong ability to work individually and within diverse teams

- Strong ability to support complex work processes
- Sensitivity to cultural diversity and differences; relevant experience in working in international teams a strong asset; experience in working for a small to mid-sized regional or international NGO an asset
- Understanding of intersectionality and intersectional experiences an asset
- Knowledge about the specific situation of intersex persons in Europe an asset

- Strong computer literacy (Word, Email, Excel, Google Drive, Zoom, Sack, Asana etc.)
- Basic accounting knowledge an asset

How to apply

If you feel that your qualifications and experiences match our requirements for this position, we are looking forward to receiving your application. Please send all required documents to position@oiieurope.org

The **subject line of your email** should please state: “**Application for the position of AO**” and should include the **four** following documents:

In English

1. **Curriculum Vitae (no picture please, no birth-date, please indicate your pronoun); Format: .doc, .docx, .pdf;** please name it the following way: [Your NAME]_CV_AO (please use capital letters for your surname; this will help us organise the incoming applications more easily)
2. **Motivation letter**, explaining why you want to work for OII Europe and what you will bring to the organisation and the team; please include some examples of capacity you built in your professional life or as a volunteer and how you will bring these skills to your work at OII Europe; **Format: .doc, .docx, .pdf;** please name it in the following way: [Your NAME]_Motivation_AO)
3. **Example of a situation of high administrative pressure that you managed successfully** of 1-2 pages maximum; if necessary, please feel free to change names, data etc., in order to protect confidentiality or individual’s or a groups data; this exercise is about how you structure your work while taking into account external operational requirements; **Format: .doc, .docx, .pdf;** please name it in the following way: [Your NAME]_Example_AO)

In German:

4. **Einen fiktiven Brief (postalisch) an das für OII Europe zuständige Vereinsregister.** Anlass des Briefes ist die Registrierung eines_r besonderen Vertreter_in durch OII Europe. Es soll in

Erfahrung gebracht werden, welche administrativen Schritte dafür nötig sind. **Format: .doc, .docx, .pdf**; please name it in the following way: **[Your NAME]_Letter_AO)**

OII Europe Equal Opportunities Policy

OII Europe is committed to respect and fairness without discrimination based on race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender, sexual orientation, gender identity, gender expression, sex characteristics, bodily diversity, record of offences, marital status, family status, parental status, pregnancy, number of dependents, compromised immune or HIV status, illness, socio-economic class, non-visible or visible disability, neuro-diversity, political or religious affiliations, place of residence, citizenship status, age or other status.

OII Europe is committed to fair treatment to all current and potential employees, interns and contractors and aims to ensure that all such individuals receive equal treatment.

Accessibility of OII Europe's office space

Wheelchair Users:

OII Europe's office is partially accessible for wheelchair users. The building has an elevator and is accessible from the street on ground level. All the rooms in OII Europe's office are situated on one level and the office doors and corridors are wide; the toilets are on the same level; however, the doors are at the moment unfortunately too narrow to allow access when using a wheelchair.

Other accessibility needs:

We are aware that accessibility needs can be manifold. We would encourage you to be open about possible needs during the interview, so that we can discuss together if OII Europe is able to accommodate those needs at its current stage of development as an organisation.