



South Asia Democratic Forum

Manager South Asia Democratic Forum Brussels, Belgium

Context

- SADF is a think tank with 4-5 staff based in Brussels, one part-time non-resident researcher. It works in cooperation with its main member, ARCHumankind, and with a consultancy LessMeansMore.
- Management will be supervised by the SADF director.

Tasks:

- Manage internal and external communications (writing press releases and reports, and manage social media pages)
- Manage the publications outflow of the think tank
- Develop website content and coordinate graphic design activities (SADF publication series, conference and seminars posters)
- Support the organisation of events/conferences/expert roundtables (concept and logistics)
- Carrying out daily administrative tasks (agenda setting, preparations of missions, business trip bookings, etc.)
- Carry out payments and accountancy tasks (follow up of invoices, salaries, trip expenses, etc.)
- Manage day to day issues of the office
- As far as the administrative tasks allow, to participate in research and news activities of SADF.

Requirements:

- The ideal candidate will possess at least three years of relevant work experience;
- The position requires native level of fluency in English (working-level French and/or Dutch are considered an asset);
- Knowledge of or interest in South Asia affairs is a plus;
- Time management and organisational skills;
- Trustworthiness and flexibility;
- Ability to work independently and as part of a team;
- Master's Degree in Political Science or Economics will be considered as preferential.
- Driving licence is a plus

When applying, please provide a detailed CV and a cover letter that explains 1) why you are interested in working for SADF; 2) when you would be available to start; 3) your salary expectations.

This position will start on 15 January 2019. To apply for this position please send an email to info@sadf.eu specifying in the subject 'Manager Application' before 7 December 2018 at 17:00 CET.