



Job opening:

## Administration Coordinator

**The United Network of Young Peacebuilders is looking for an Administration Coordinator with responsibility for supporting financial management and coordinating office management tasks within UNOY, starting in mid-October 2022. This is a position of 0.8 FTE, based in The Hague.**

UNOY Peacebuilders is a youth-led network of more than 130 youth organisations from 70 countries around the world, working towards peaceful societies shaped by young people. Our International Secretariat is located in The Hague, the city of peace and justice. The secretariat is run by a young and dedicated international team of eight staff, four to six interns, and six remotely based regional coordinators. The leadership of the network is shared between two Co-Directors.

Six years after the adoption of the first UN Security Council Resolution (2250) recognising the importance and role of youth in peacebuilding, UNOY has paved the way for critical developments in the Youth, Peace, and Security field. In 2021 we entered into a new strategic period, with a focus on five change objectives. Our goal is to continue shaping the global agenda for Youth, Peace and Security, by supporting youth-led creative approaches to peace, prioritising the protection of the civic space of young peacebuilders and resourcing young peacebuilders with knowledge, skills, attitudes and funds.

We are now looking for an Administration Coordinator who will be responsible for supporting the administration of UNOY Peacebuilders' financial resources and processes as well as coordinating office management tasks within the organisation. As the Administration Coordinator you will work closely with UNOY's Finance Coordinator and you will be supervised by the Co-Director (Strategy).

*We welcome applications from people of all backgrounds, genders, sexual orientations, nationalities, religions and beliefs. To foster meaningful participation of young people and youth leadership, we encourage candidates under the age of 27 to apply. In line with our commitment to inclusivity and diversity, we also encourage applications from transgender*

*and non-binary people, people of color, and people with a disability, as they remain underrepresented in the field.*

**Important notice: We can only consider applicants that are allowed to work in the Netherlands for at least the next 2 years. We are not able to support work permit applications.**

**You will be responsible for:**

*1. Bookkeeping*

- Ensure all financial transactions are recorded in a bookkeeping system;
- Ensure that all data from timesheets is recorded and made available for the bookkeeping system.

*2. Contracts, payments, and procurement*

- Support payment of invoices and bills, in cooperation with the Finance Coordinator;
- Oversee the drafting, archiving, and upholding of contracts with suppliers;
- Ensure upholding of Procurement Rules and support staff in procurement of goods and services for UNOY's projects.

*3. Office management*

- Coordinate office management and administration matters;
- Liaise with building manager and attend tenants meetings;
- Procure general office supplies as needed;
- Coordinate Information Security tasks.

*4. Financial planning and process development*

- Assist in the development of project budgets, including for funding applications; assist in monitoring budgets;
- Assist in the development of annual budgets at the organisational level;
- Support the development of financial processes and policies for the management of the organisation, in cooperation with the Finance Coordinator and Co-Director (strategy), and ensure these are consistently followed by staff.

**You're great for the job if you have:**

- A relevant university or higher vocational education degree (Dutch HBO or WO equivalent), with a preference for a background in financial studies, economics or business administration;
- Experience working for an international non governmental/ non profit organisation;

- Demonstrated experience of at least 1 year in data collection and analysis, including financial data;
- Bookkeeping software skills and spreadsheet skills (Excel or other spreadsheet programmes);
- Proficiency in English, fluency in Dutch;
- An inclusive approach to collaboration and a proactive attitude to your job.

*You're perfect if you also have:*

- Knowledge and experience of NGO sector and financing;
- Knowledge and experience in working with and setting up databases;
- Experience in Twinfield bookkeeping software;
- Experience in organisational development and/or (office) management assistance.

**We will offer you:**

- A unique position in a global network of young peacebuilders with a solid track record of successfully mobilising youth;
- A dynamic, young and international work environment both in the office and within the wider network;
- A paid contract for a position of 0.8 FTE (32h per week), for an initial 1 year contract with a 1 month probation period;
- A monthly gross salary of €1.900 (0.8 FTE), with potential for annual growth within UNOY's salary scale;

**How to apply:**

Send your resume (max 2 A4 pages) and [application form](#) to [vacancy@unoy.org](mailto:vacancy@unoy.org). Only applicants that comply with this procedure will be considered. If you have any questions, please email [vacancy@unoy.org](mailto:vacancy@unoy.org).

The deadline for submissions is **6 September 2022 23:59 CET**. Interviews will take place in the week of the 12th of September.