



Office Management Support (part time 20-30h/week)

Start date: 01 January 2026

Duration: 1 year with possibility to extend

Location: Brussels, Belgium

Deadline for application: 30 November 2025

ICLEI European Secretariat

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Do you want to contribute to making our cities better places to live?

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI's European Secretariat is based in Freiburg (Germany), with specialised offices in Brussels and Berlin. ICLEI Europe has more than 150 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have **opportunities** to:

- Deepen your understanding of how cities design and implement sustainability and climate neutrality policies, what kind of challenges they face and how best to support them;
- Work with leading urban researchers, politicians and practitioners on European innovation projects, to provide solutions for today's urban challenges;
- Contribute to European and international processes that influence urban policies, such as the EU Green Deal, the EU Missions, the New European Bauhaus, the UN SDGs, and others;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating resilient, sustainable and climate-neutral cities;
- Grow professionally in a flexible, family-friendly work environment with opportunities for personal development and professional cultural exchange.

We are looking for a new colleague supporting the Management of our Brussels Office with the following **experience, skills, and character**:

Essential:

- Education: Office administration and management or equivalent work experience that covers the tasks outlined below;
- Personal skills: Adaptive and proactive working style, ability to work self-organised within a complex working environment; cooperative and reliable, hands-on approach; ability to manage priorities, to deliver a wide range of tasks and to work in a fast-paced





environment; discretion and confidentiality when handling sensitive information and data;

- Friendly liaison with colleagues, providers and external partners; open and communicative approach to working with our young and international team from different cultural backgrounds and work experiences;
- Languages: Fluent in English and French (orally and in written);
- Computing: Proficiency in MS Office (Word, Excel, Access, PowerPoint), Google Drive and e-mail correspondence, familiarity with Microsoft Teams.

Desirable:

- Fluency in Flemish;
- Understanding of German is an asset;
- Knowledge of Belgian labour system is an asset.

Your position will include the following **main tasks**:

- Support a good working environment by ensuring the well-functioning of the ICLEI Brussels Office in terms of administration, in close coordination with the line manager and assigned staff, and in close liaison with the ICLEI Europe Secretariat in Freiburg, Germany. This includes i.e.:
 - To ensure quality in all administrative processes within the area of responsibility and complying with ICLEI's process specifications;
 - To liaise with the office owner and the office service providers;
 - To handle invoices and occasionally support colleagues with collection of cost estimates for services;
 - To update the Brussels contact database in compliance with GDPR rules;
- Monitoring of office equipment and supplies;
- Support the onboarding and introduction of new colleagues, the end of contract of existing colleagues and assist in the management of traineeship application processes and relative documentation;
- Support with the organization of in-house meetings:
 - To monitor the Brussels office calendar of events and ensure timely information of colleagues at the Brussels office;
 - To support with the catering, logistics, coffee breaks, etc.;
 - To manage the booking of office equipment (camera, recorder and tripod) and ensure their good status;
- Manage the care and proper representation of the Office (plant care, kitchenette, bathroom).





We offer you the following conditions:

- Part-time position (50-75%) for 1 year, extension intended;
- Gross salary according to ICLEI's salary grid (indicative: EUR 42.012 - 44.568 per annum for 100%);
- Place of work: ICLEI Brussels office, Brussels, Belgium;
- Workings hours: 20-30 h/week;
- 6 weeks of paid leave per annum;
- Working language: English and French.

Please note that applicants must – due to legal reasons – hold EU citizenship or a valid EU residence permit and a valid Belgian work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 30 November 2025

Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.org

Please note that we review applications continuously upon receipt and early submissions are encouraged. For more information about ICLEI Europe visit: www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy:

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely based on their qualifications and competencies.

