



## **VACANCY: Acting Director (Maternity Leave Replacement – 5 months) PICUM office in Brussels**

PICUM (Platform for International Cooperation on Undocumented Migrants) is looking for a full time temporary director to head its office in Brussels, preferably **to start by 1 October 2007**. PICUM is a leading European non-governmental organization that aims to promote respect for the human rights of undocumented migrants within Europe, including the right to health care, housing, education and fair working conditions. PICUM seeks to achieve this aim by providing its members and other interested parties with expertise, advice and support, by strengthening networking amongst organizations dealing with undocumented migrants in Europe, and by formulating recommendations for improving the legal and social position of these migrants, in accordance with national constitutions and international treaties.

### **Position Summary**

This position will require ability versatility, encompassing a number of tasks, including: supervision of research, monitoring and reporting activities on European policies and the human rights of undocumented migrants in the EU; advocacy work on the mainstreaming of undocumented migrants in social and integration policies at national and European levels; and awareness-raising amongst the media and PICUM members concerning the values and practices underlying the protection of undocumented migrants' human rights. The acting director is responsible for leading a team of five staff members. During the maternity leave replacement, the acting director will liaise with PICUM's Management Committee (composed of several PICUM board members) on various issues.

The main task of the acting director is to maintain and develop PICUM's role as a leading organisation regarding the protection of human rights of undocumented migrants in Europe, based on PICUM's mission statement.

Other key tasks include:

- Managing the secretariat, which entails leading the other PICUM staff and being responsible for financial management
- Overall responsibility for fundraising activities
- Representing PICUM at national and international fora
- Developing and coordinating projects

### **Responsibilities**

- Review important developments in policies affecting undocumented migrants, in European countries and the leading European institutions.
- Supervise research on the legal and practical aspects concerning the human rights of undocumented migrants in Europe.
- Edit news and events related to the human rights of undocumented migrants in Europe for PICUM's monthly newsletter.
- Represent PICUM at international and national fora.

- Maintain and develop contacts with PICUM's members and project partners, and assist in the development of contacts with organisations supporting undocumented migrants outside Europe.
- Maintain and develop contacts with the media and draft press releases.
- Edit and/or write thematic in-depth analyses and background papers on undocumented migrants for publication.

### **Qualifications**

- University-level degree in a relevant field (e.g. social sciences, political sciences, international law, etc.), or equivalent by experience. Master-level degree an asset.
- Demonstrated commitment to and understanding of migrants' rights issues, social exclusion and international human rights framework.
- General knowledge of policy making frameworks on the EU level.
- Proven experience in the field of social policy, human rights, and migration, and in working in an international context such as a European network.
- Proven track record in developing and coordinating projects.
- Excellent writing, research and speaking skills.
- General financial management.
- Strong networking and organizational skills.
- Able to meet deadlines and work under pressure.
- Flexibility (willing to work an occasional evening and/or weekend if necessary).
- Good knowledge and experience in working with information technology. Web management an asset.
- Ability to speak and write fluently in English. Excellent level of French. Additional EU languages an asset.

### **Conditions:**

**The appointment is on a full time basis, for a period of five months (October 1, 2007 - February 28, 2008).** Salary is defined according to the wage scales of the Flemish integration sector, at 2620.08 Euro gross monthly.

### **To apply:**

Please send a cover letter and CV in English **by 15 August 2007** to the following e-mail address: [administration@picum.org](mailto:administration@picum.org). Please do *not* send applications by post. More information about PICUM can be found on [www.picum.org](http://www.picum.org).