

Temporary half time Project Assistant for an EU Project on Access to Health Care for Undocumented Migrants in Europe (Maternity leave replacement – nine months)

PICUM (Platform for International Cooperation on Undocumented Migrants) is looking for a half time project assistant for a maternity leave replacement (nine months) to start preferably on 15 January 2007. The task of this staff member is to assist the project officer in running a project funded primarily by the European Commission DG Employment and Social Affairs, entitled "Access to health care for undocumented migrants in Europe".

Tasks

- Financial administration of the project in accordance with the European Commission's requirements, including bookkeeping, budget control and financial reporting.
- Practical organisation of meetings and international conference including reservations, invitations, logistics during meetings, etc.
- Taking of minutes of meetings and working sessions in English
- Make travel and accommodation arrangements for staff and participants at meetings.
- Responsible for contact with printer and graphic designer for the project publication.
- Update the website and database as required.
- Prepare correspondence (electronic and written) with the European Commission, project partners, etc.
- Assist the project officer in preparing the project publication.

Experience:

- Experience in doing the financial administration of a project.
- Experience in organising meetings.
- General office administration

Skills and Expertise:

- Good communication skills
- Proven organisational and administration skills
- Ability to work both independently and as part of a team.
- Very good spoken and written English and knowledge of French. Other EU languages are an asset.
- Very good computer skills, (MS Office and internet).

We offer a fixed-term contract for a half-time position (18,75 hours/week) for nine months. Preferred starting date: 15 January 2007. Gross salary: approximately 977 Euros.

Our organisation

PICUM, the Platform for International Cooperation on Undocumented Migrants, is a non-governmental organization that aims to promote the respect for basic social rights of undocumented migrants. 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.

Practical information:

Applications (letter and CV) to be sent in English by **Wednesday, 29 November 2006** to the following e-mail address: administration@picum.org. More information about PICUM and this specific project can be found on www.picum.org.