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|  | **Head of Development Cooperation – Job description** |

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| CONTEXT |
| The International Cooperative Alliance (ICA) aisbl is an independent, non-governmental organization established in 1895 to unite, represent, and serve cooperatives worldwide. It provides a global voice and a platform for knowledge-sharing, expertise, and coordinated action on behalf of and about cooperatives. The ICA's members include international and national cooperative organizations from over 100 countries and span all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing, and insurance. Through its membership, the International Cooperative Alliance amplifies the voice of millions of citizens around the globe. More information can be found at: [www.ica.coop](http://www.ica.coop) Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the second ICA-EU Partnership *#coops4dev*🌍, ‘People-Centred Businesses for Sustainable, Democratic, and Inclusive Development,’ focuses on promoting the cooperative business model in global and local development policies. It also aims to strengthen cooperative organizations as independent and viable actors in development processes. This Partnership is a multi-annual program funded by the European Commission's DG INTPA (International Partnerships) and led by the ICA Global Office, in coordination with the four ICA Regional Offices: Africa, Asia-Pacific, Americas, and Europe. More information about the first Partnership can be found at: [www.coops4dev.coop](http://www.coops4dev.coop)  |

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| PRINCIPAL ROLES AND RESPONSABILITIES |
| The Head of Development Cooperation will have the overall operational responsibility for the ICA-EU Partnership program implementation, coordination, and management. The Head of Development Cooperation will work closely with the regional Program Coordinators as their direct point of reference. S/he is responsible for coordinating the Partnership team within ICA Global Office and facilitating participation in program activities and meetings. This includes supporting project partners in their work, and especially in the preparation and implementation of policy meetings, capacity building seminars, research publications, educational activities, annual reporting, as well as programming tools. S/he will report directly to the ICA Director General. Key responsibilities are:* Facilitate, and manage all Partnership activities, in the fields of policy, research, capacity building and communications, linked to international cooperative development
* Coordinate the Partnership team at ICA Global and support program partners
* Meet frequently with Task Manager and European Commission counterparts and set up strong relations via consultations, forums, and meetings.
* Engage with ICA Regional Offices for joint actions, programming, and awareness raising
* Oversee general budgeting and financial program execution
* Prepare EU reports, pre-financing and amendment requests
* Guide annual external financial and program audits
* Manage Monitoring & Evaluation tools
* Represent the Partnership vis-à-vis EU Institutions, in coordination with the Europe Regional Office and other program partners
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| PERSON SPECIFICATIONS |
| **Essential*** Master’s degree in Political Science, Economics, Business administration, International Relations, International Development, or a related field.
* Proven experience with EU-funded programs.
* Familiarity with EU international development policies and processes.
* Proficiency in English (office language), with excellent oral and written skills.
* Ability to strictly meet deadlines and deliver results in a fast-paced environment.
* Attentive to details and able to prioritize work.
* Good IT and communication skills.
* Ability to work in a multi-cultural team.
* Demonstrate commitment to the cooperative values and principles.

**Desirable*** Knowledge of other languages, particularly Spanish and French.
* Strong understanding of international institutions.
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| TERMS AND CONDITIONS |
| Expected starting date is April 2025 or as soon as possible. Location: Avenue Milcamps 105 – Brussels (ICA Global Office) The contract is full-time and open-ended, governed by Belgian law.The salary offered is competitive and will be based on the candidate's experience and expertise. The package also includes meal vouchers, eco-cheques, complementary medical insurance, and 30 paid holidays per year. |

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| APPLICATIONS |
| Interested candidates are asked to apply by submitting the filled in **Application Form** below and a **Detailed** **CV** to: recruitment@ica.coop Please mention in the email subject your name followed by ‘Head of Development Cooperation’. Applications missing any of the required documents will not be considered. Deadline for applications is the 10th February 2025 (23:59 CEST). Please note that due to the large number of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No telephone inquiries, please.  |

# Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*.

**Personal details**

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| First name(s): |  | Last name(s): |  |
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| Address: |  | E-mail: |  |
|  | Mobile: |  |

**Education**

Please provide details of relevant secondary school/college/university attended, including dates and qualifications earned.

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| **University/College** | **Qualifications gained** | **Dates** |
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Please list any general, specialist, or further training obtained, whether formal or informal, that you believe is relevant to the position.

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| **Training, course, etc.** |
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**Competencies, knowledge and experience**

Please explain how your (relevant) skills and experience match the specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

**Motivation for application**

Please explain why you are applying for this position (max 1/2 page).

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| **If offered the position, when could you take it up?** |