

**JOB TITLE: HR AND ADMIN SENIOR ASSISTANT**

March 2026

**BACKGROUND INFORMATION**

Founded in 1983, the Red Cross EU Office (RCEU) is a membership office representing the 27 National Red Cross Societies in the EU, the Norwegian Red Cross, the Icelandic Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC).

RCEU helps to coordinate relations between its member organisations and EU decision-makers and stakeholders, sharing their extensive expertise in supporting vulnerable people and communities within and outside the EU. Based on our members' practical insights and technical experience, we promote the dignity and wellbeing of vulnerable people by facilitating and voicing common positions and recommendations towards the EU and Member States. We also monitor European developments that could impact the implementation of our members' work, as well as supporting them to prepare joint proposals to access EU funding.

For more information, please visit <https://redcross.eu/>. You can also connect with us via [Facebook](#), [Twitter](#), and [LinkedIn](#).

**JOB PURPOSE**

Under the supervision of the Support Services Coordinator, the HR and Admin Senior Assistant is responsible for providing HR support and advice to staff of the RCEU Office and to support on administrative tasks.

**KEY RESPONSIBILITIES**

## Human Resources

- Support and organize recruitment processes in line with IFRC HR policies and procedures. This includes preparing job advertisements, shortlisting candidates, coordinating interview logistics, participating in interviews when required, conducting reference checks, preparing recruitment reports, drafting offers/contracts, and facilitating internal approvals.
- Coordinate onboarding processes for new employees and offboarding procedures for departing staff. Train newly recruited employees and guide all staff on relevant HR systems and processes including learning platform or social secretariat platform.
- Prepare standard contractual documentation, including extension and renewal letters.
- Monitor the timely completion of performance management processes through HR systems, maintain training records and track completion of mandatory learning requirements.
- Maintain and update personnel files for staff and Staff on Loan, ensuring completeness, compliance and secure storage and archiving. Maintain accurate and up-to-date staff records in SharePoint and ERP systems, including leave balances, contracts, and organizational charts.
- Ensure all HR documentation (templates, forms, guidelines, etc.) is current and easily accessible.
- Prepare and submit payroll data for national staff in a timely manner to the external payroll provider.
- Maintain strict confidentiality of all HR data, information and documentation. Ensure HR processes are implemented in accordance with IFRC policies and guidelines and in compliance with Belgian legislation. Promote and uphold organizational integrity standards, including adherence to the Code of Conduct and anti-harassment policies.
- Liaise with the insurance broker and monitor staff insurance coverage.

[www.redcross.eu](http://www.redcross.eu)

Representing National Red Cross Societies in the EU, the United Kingdom, Norway and Iceland, and the IFRC.

**Address**

Rue de Trèves 59-61,  
B-1040 Brussels  
Belgium

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Fax : +32 2 230 54 64  
[infoboard@redcross.eu](mailto:infoboard@redcross.eu)

General Office Administration and Event Management (in coordination with the Senior Administrative Assistant)

- Manage incoming phone calls and incoming mail and deliveries; coordinate dispatch of outgoing correspondence and packages; order printing and office materials when required.
- Welcome and assist visitors and maintain visitor logs.
- Operate and troubleshoot office equipment, including printers, photocopiers, and audio-visual meeting equipment.
- Support the preparation and organization of meetings, workshops, and events including around preparing space, IT set-up and catering.
- Ensure a clean kitchen area and assist with basic kitchen and communal area tasks, including maintaining the coffee machine and managing the dishwasher when applicable.
- Provide reception coverage at designated times, including during events.
- Maintain and update contact databases and distribution lists.
- Provide basic accounting support by retrieving incoming invoices, registering them in finance files and ERP systems, and initiating payment and refund processes, including cash payments where required.

## CANDIDATE PROFILE

### Education

- Bachelor's degree and/or other relevant education experience or technical training courses linked to the post.
- Professional HR and administrative qualification or equivalent experience.

### Experience

- minimum 3 years relevant experience in HR and/or admin/finance area
- Good Knowledge of the Belgian Labour Law
- Work experience with other international organisations, large NGOs and/or governmental development agencies
- Work experience in international environment
- Work Experience in the Red Cross/Red Crescent Movement

### Skills

- Ability to work in a cross-cultural and cross functional environment
- Ability to perform efficiently in a complex environment and prioritise
- Strong interpersonal communication skills
- Strong organisational skills
- Accuracy and attention to detail
- Ability to work under pressure and meet deadlines
- Excellent customer service
- Advanced computer skills (MS Windows, Word, Excel, internet tools)
- Advanced knowledge and application of HR information management systems
- Demonstrated ability to exercise absolute discretion and tact and maintain confidentiality
- Ability to work independently
- Ability to work in a cross-cultural and cross functional environment

### Languages

- Fluently spoken and written English
- Good command of Dutch is an asset.

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## TERMS AND CONDITIONS

- Permanent contract, subject to Belgian labour legislation (this requires an official registration in Belgium).
- Based in Brussels, Belgium, with occasional travel within Europe.
- Full-time position of 38 hours per week.
- The gross salary is between EUR 2,800 and EUR 3,000. We further offer an attractive compensation and benefits package.

## Application procedure

Please send your CV (max. two pages), a cover letter (max. one page) and an unedited example of your written work (max. one page) in English to [HR@redcross.eu](mailto:HR@redcross.eu) by midnight CET on 6 April 2026.

Please include the job title and your full name in the file names, and mention “HR and Admin Senior Assistant” in the email subject.

Applications received after the deadline will not be considered. Only shortlisted candidates will be contacted for an interview.

If you do not hear back from us by 30 April 2026, unfortunately your application has not been selected.

The preferred starting date is as soon as possible.

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