

Partnerships and Operations Manager

Start: February 2021
Location: Rotterdam (preferred) or Brussels
Contract hours: 40 hours a week

ACEN Foundation

The [ACEN Foundation](#) was created by [Trinomics](#) and the [African Circular Economy Network \(ACEN\)](#).

We are looking for an experienced Partnerships and Operations Manager to coordinate the activities of the Foundation from our European Headquarters. This role will support the Chair of the Foundation in developing and expanding the Foundation and will be responsible for maintaining a comprehensive overview of the activities of the Foundation. He/she will manage a remote team of 3 regional coordinators across Africa and will be responsible for providing direction and coordination for the team.

Profile of the candidate

To apply, you should have strong coordination and communication skills and experience leading multidisciplinary and remote teams, knowledge of circular economy and waste management policies. Experience working in newly formed organisations and working with African countries and stakeholders is preferred.

Required

- Completed Master's Degree in Economics, Environmental Science, Sustainable Development, International Development or a related field
- At least 5 years of relevant work experience in a similar environment (non-for-profit organisation, start-up, remote working)
- Experience/knowledge of circular economy policies and practices
- Experience in business development and acquisition, together with a good network of established contacts with practitioners and clients within the circular economy policy community
- Experience coordinating and managing a remote team
- Experience working in Africa/with African stakeholders (preferred)
- Strong communication, coordination and organisational skills
- Fluency in both French and English

Overall tasks

- Leading and overseeing the work of the regional coordinators in identifying contacts and projects, promoting and expanding the work of the Foundation
- Managing the operations of the Foundation (e.g. IT and Sharepoint etc)
- Acting as contact point and liaison for ACEN
- Proactively identifying donor organisations to support our projects
- Managing the Foundation's website and communication channels
- Coordinating and overseeing consultancy projects

What we offer

- A competitive package of employment conditions
- Initially a one (1) year contract with the opportunity to extend this to a permanent contract based on good performance (evaluated after 6 months);
- Pleasant (and informal) working environment, with young, dedicated, and motivated colleagues.

How to apply

Applications (motivation letter and CV) should be submitted via email to Koen.Rademaekers@acenfoundation.org

Please use the following email heading for your application: “ACEN-F Partnerships and Operations Manager”

For more information about the vacancy, please contact info@acenfoundation.org. More information about our organization can be found on www.acenfoundation.org