



## EUROPEAN UNION OF THE DEAF

A European Non-Governmental Organisation in official liaison with  
European Parliament, European Commission and the Council of Europe

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### ADVERT

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**Position:** Operations Officer  
**Salary:** Between 2500,00€ and 3050,00€ based on qualifications and experience.  
**Reports to:** Executive Director  
**Contract:** Full-time Belgian contract (38 hours, initially for 1-year, permanent contract thereafter, dependent on positive evaluation and funding available)  
**Based in:** Brussels  
**Starting date:** December 2024

The European Union of the Deaf (EUD) is a European non-profit making umbrella organisation whose membership comprises National Associations of Deaf people in each of the EU member states. Established in 1985, EUD is the only organisation representing the interests of Deaf Europeans at European level. EUD maintains EU level dialogue with European Union Institutions, in consultation and co-operation with its member National Associations of the Deaf.

EUD is seeking an efficient Operations Officer to join our Brussels-based secretariat. The successful candidate will assist the Executive Director and support all staff members in their daily operations.

#### **Responsibilities:**

- Provide administrative support including managing meetings (and webinars), logistics for board meetings and general assemblies, organising sign language interpreters, and bookkeeping of all financial transactions.
- Handle accounting tasks, including maintaining accurate financial records, managing accounts payable and receivable, and preparing financial reports.
- Ensure proper filing and organisation of receipts, invoices, and financial documents.
- Assist in preparing and managing the annual budget.
- Support in budgeting for proposals and projects, including drafting the budget for the upcoming year.
- Ensure the smooth running of the office, including managing supplies and office equipment.
- Coordinate travel arrangements and schedules for staff and board members.
- Assist in the preparation of reports and documents.
- Liaise with external partners and stakeholders as required.

#### **Qualifications:**

- Qualified in bookkeeping or accounting.
- Knowledge of filing systems and receipt management.
- Committed to equal opportunities and a human rights approach to sign language and the rights of deaf people.
- Possesses the technical ability to manage the daily operations of a European-level organisation.



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- Effective in written English; proficiency in a national sign language is an asset, though individuals aware of deaf community and culture, and willing to learn more, are welcome.
- Organized, detail-oriented, and able to manage multiple tasks simultaneously.

The ideal candidate is committed to equal opportunities and human rights approach to sign language and deafness, has the technical ability to manage the daily work of a European level organisation, is able to work effectively in written English

Competence in a national Sign Language will be an asset, but people who are aware about Deaf community, culture and willing to learn more will be welcomed too.

### **Our commitment to equality, diversity and inclusion**

We want our organisation to represent the diversity of European talent. We are committed to equality of opportunity, fairness and inclusion, and a place we all belong. We actively encourage applications from candidates with diverse backgrounds, including but not limited to disability, gender, age, ethnicity, sexual orientation, and any other characteristic. Your unique perspectives and experiences are valued and essential to our mission.

Closing date for receipt of applications is 25<sup>th</sup> October 2024.

If you are looking for a new challenge and wish to know more, or to request a detailed job description, then please contact Frankie Picron, Executive Director – [frankie.picron@eud.eu](mailto:frankie.picron@eud.eu)

If you want to learn more about EUD, please visit our website – [www.eud.eu](http://www.eud.eu)