



**Center for the
Development of
Enterprise**

The Centre for the Development of Enterprise (www.cde.int) is an ACP (Africa Caribbean and Pacific) /European Union joint Institution created in the framework of the Cotonou Agreement. Its objective is to ensure the development of ACP enterprises operating in the private sector. The CDE is currently recruiting a (m/f):

Head of Administration and Finances National of EU or ACP countries

Your position:

- Based in Brussels, Belgium, as Principal Expert with direct reporting to the Director of the CDE, you will make use of your administrative and financial know-how as well as your extended people management experience in order to optimize the efficiency of the Department and to ensure that all the team members work closely together to provide excellent support to the operational activities of the organisation.
- You will manage a multidisciplinary and multicultural team of professionals competent in areas such as finance, budgeting, human resources, general affairs, information technology and client support.
- You enhance your function towards the development of a dynamic administrative and financial process, especially regarding new management tools for the improvement of the organisation and the financial controlling systems.

Your experience and profile:

- You have a university degree preferably in law, economics or business administration and specific relevant professional experience of at least 15 years, mostly as Administrative and Finance Manager preferably with an international organisation involved in the economic, industrial, banking or public service sector.
- Proven experience in a position related to legal matters, as well as labour law within a public organisation is a strong asset. Knowledge of IPSAS is an advantage.
- You demonstrate a strong interest in the development of new enterprises in the ACP countries.
- You are fluent in English and/or French and must be able to work in both of these languages. Knowledge of Spanish and/or Portuguese is an advantage.
- Leadership, integrity, talent to organise, drive and flexibility are your main assets. Your sense of diplomacy guarantees the development of an excellent relationship with both staff and managers.

Conditions of recruitment:

If you meet the above mentioned requirements and have the nationality of one of the signatory countries to the Cotonou Agreement (ACP & EU nationals), please send your application (in French or English) together with detailed curriculum vitae including a motivation letter, copy of diplomas, copy of your identity card and other relevant documents which substantiate your professional qualifications latest by **7 February 2010** to François Tomas, HUDSON BELGIUM, Avenue Marcel Thiry 75, 1200 Brussels, Belgium, or hrs.government@hudson.com.

For further information please visit CDE website:
www.cde.int