



MENTAL HEALTH EUROPE – SANTE MENTALE EUROPE aisbl
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E-Mail: info@mhe-sme.org
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**MENTAL HEALTH EUROPE (MHE) is seeking a
SECRETARY
to join its Secretariat in Brussels**

Key competences

Language skills	Fluency in English and French (spoken and written)
Organisational skills	Ability to prioritise workload and to complete tasks successfully Capacity to work under tight deadlines
Interpersonal skills	Ability to initiate, develop and maintain effective working relations with people at all levels Enthusiasm and flexibility to work in a small busy team

Work experience

Desirable	A few years experience in a similar role, preferably in an NGO
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Qualifications

Essential	Secretarial school graduate Fluency in English and French (spoken and written) Proficiency in MS Office applications
Desirable	Knowledge of Flemish/Dutch or other European languages Knowledge of Belgian legal requirements for NGOs

Main tasks

- General information and correspondence with MHE members and others
- Updating documents and contacts database
- Administrative preparation and follow-up of projects
- Follow-up of membership subscription fees
- Small accountancy (refund of expenses, cash, invoices)
- Sorting files and offices supplies
- Provide general secretariat support for MHE meetings and events
- Assisting in the preparation and general logistics for meetings and visits (booking venues, hotels, flights, preparation and sending of invitations)
- Taking and writing minutes of MHE statutory meetings
- Provide informal translation of correspondence and reports
- Dealing with daily tasks at Secretariat (answering phone, checking email and postal mail)

TERMS AND CONDITIONS

Job title	Secretary
Salary	Depending on experience
Location	MHE offices at Boulevard Clovis 7, Brussels
General terms and conditions	In accordance with the Belgian employment legislation
Hours of work	Full-time working week of 38 hours, from Monday to Friday. However, flexibility in working arrangements is possible to meet both the post holder's and the organisation's needs. Possibility to work 4/5 th time. The working hours will be agreed with the MHE Director.

Contract	Permanent contract
Probationary period	Appointment subject to a probation period of 6 months
Leave	Annual leave – based on full-time working hours – of 24 days (20 legal and 4 conventional days)

Please send your application (cover letter and CV) by 29th February 2008 to:

Mary Van Dievel, Director
Mental Health Europe – Santé Mentale Europe aisbl
Boulevard Clovis 7
B-1000 Brussels
E-mail: mvandievel@mhe-sme.org

Mental Health Europe - Santé Mentale Europe is a European non-governmental organisation committed to the promotion of positive mental health, prevention of mental distress and protection of human rights for users and ex-users of mental health services, their families and carers.