

Global Partnership for the Prevention of Armed Conflict (GPPAC)

Organisational Support Officer

About GPPAC

The [Global Partnership for the Prevention of Armed Conflict \(GPPAC\)](#) is the world's largest member-led global network of local peacebuilders. We bring together over 200 civil society organisations actively working to prevent violent conflict and build more peaceful societies. The Global Secretariat, based in The Hague, the Netherlands supports the network through global advocacy, resource mobilisation, communication, and Planning, Monitoring, Evaluation and Learning (PMEL).

GPPAC facilitates connections between its network members for learning and knowledge exchange, and works to make sure that the voices of local civil society organisations are heard in national and international policy arenas. GPPAC seeks to build a new international consensus on how to approach violent conflict, calling for a fundamental change: a shift from reaction to prevention.

About the position

GPPAC is seeking a versatile **Organisational Support Officer** to strengthen its capacity in Human Resources, Finance, and Office Management functions. As a key Operations team member, you will play a central role in supporting management to ensure our day-to-day operations run smoothly and effectively.

In this multifaceted role, you will work closely with two other Operations team members to provide high-level support across human resources, finance and operational functions. You will jointly oversee and maintain financial and personnel administration, while contributing to other core aspects of operations.

In collaboration with your team members, you will actively participate in developing operational policies, guidelines, and procedures. You will monitor and interpret trends and related legal developments in the Netherlands, applying new insights and exploring innovative approaches to improve operational efficiency in compliance with local laws and practices. In addition, you will support and advise all the staff on implementing these operational policies and procedures, ensuring they are applied with professionalism and integrity.

The Organisational Support Officer reports directly to the Chief Operations Officer.

This is a part-time position for **28 or 32 hours per week** in the Netherlands and is **only open to candidates who have the right to reside and work in the Netherlands**. If the candidate is not an EU citizen, they must possess a Netherlands residence and work permit valid for more than one year.

The position may involve occasional international travel. It is offered for one year, with the possibility of an extension.

Responsibilities

Financial administration

Support the organisation in fulfilling its **financial** responsibilities:

- Understand and support key financial functions, including expense tracking, reconciliations, payroll preparation, and donor reporting.
- Maintain reliable and up-to-date financial records and management information.
- Prepare financial reports, analyses, budgets, and annual accounts.
- Review and process financial reports submitted by network partners.



A Network of People
Building Peace

Vacancy

- Handle daily administrative tasks such as documentation, filing, contract quality checks, payment preparation, and accounts payable management.
- Manage routine financial operations, including processing purchase and cost invoices, verifying sales invoices and recording bank transactions..
- Assist with the financial aspects of grants management.
- Serve as a trained backup for the Finance Officer during absence or high-demand periods.
- Collaborate with the Finance Officer on budgeting, audits, and procurement planning.
- Contribute to ensuring organisational compliance with donor requirements, internal policies, and legal frameworks.

Human Resources

Support the organisation in fulfilling its **human resources** responsibilities.

- Help ensure accurate, efficient, and discrete handling of HR matters and maintain up-to-date HR records and systems.
- Serve as a knowledge resource on HR policies, compliance requirements, and employment practices.
- Support and guide the COO and the Operations & HR Assistant with recruitment, onboarding, and employee relations. This includes drafting and updating job descriptions, preparing employment contracts in line with legal and organisational standards, supporting performance appraisal processes, coordinating staff wellbeing initiatives, and organising training activities.
- Oversee personnel and payroll administration, including tracking absences and leave, liaising with the external payroll agency and ensuring timely and accurate payroll processing.

Operations Management

Support the organisation in **operations management and administrative tasks**.

- Contribute to improving and maintaining internal operational systems, including Quality Management, Integrity, IT, GDPR compliance, and facilities management.
 - Assist with internal and external communications, including telephone, email, postal correspondence, and website updates.
 - Coordinate travel arrangements for staff, members, and events, in collaboration with relevant teams.
 - Help manage the organisation's insurance portfolio.
 - Carry out various administrative duties such as documentation, filing, and records management.
 - Facilitate integration across HR, finance, and operations to ensure streamlined and unified workflows.
- Proactively identify inefficiencies or risks in administrative processes and recommend improvements.
- Assist with providing administrative support to the Board, including coordinating meetings, preparing materials, maintaining records of Board communications and decisions, and tracking Board members' terms of office.
- Work closely with all staff to ensure that administrative systems effectively support programmatic needs.

Requirements

Education and Professional Experience

- HBO/HBO+ (University of applied sciences) degree, demonstrated through education in Financial Administration, Human Resources, Business Management, or a related field.
- Minimum of 3 years of relevant professional experience across financial administration, Human

Resources, and operational support.

- Solid understanding of Human Resources compliance, employment practices, and operational systems.
- Proven experience supporting financial processes, including bookkeeping, reporting, budgeting, and auditing.
- Familiarity with internal operational systems such as quality management, GDPR compliance, and IT and office facilities coordination is an asset.

Core Skills

- Versatile and administratively strong, with the ability to work independently and in a structured, organised manner.
- Detail-oriented, adaptable, and a proactive team player.
- Excellent interpersonal skills and the ability to collaborate effectively across functions; discreet, respectful, a good listener, and able to communicate clearly verbally and in writing.
- Quick to adapt and comfortable handling ad-hoc tasks when needed.
- Highly motivated and enthusiastic about making a meaningful contribution.
- Fluent in Dutch and English; proficiency in French, Arabic, or Spanish is an asset.

What we offer

GPPAC offers an interesting, challenging role in an attractive, international, and flexible environment. GPPAC is an equal opportunity employer. Conditions are in accordance with Dutch Labour Law.

Employment : One year, with the possibility to extend
Start date : November 2025
Working hours : Part-time position (28 or 32 hours/week)
Salary : EUR 3000-3800 gross per month, full-time, depending on experience.
Location : The Hague, the Netherlands

The position is only open to candidates with the right to reside and work in the Netherlands. If the candidate is not an EU citizen, they must possess a Netherlands residence and work permit valid for more than one year.

How to apply

Please submit your CV and a cover letter explaining your motivation and how you fit the requirements via **recruitment[at]gppac.net**. Please only write “**Organisational Support Officer**” in the subject line for processing purposes. We only consider complete applications.

If you have questions about the position, send them to the same email address. In that case, put only “**Enquiry Organisational Support Officer**” in the subject line of your email message.

The **deadline for receipt of applications is Friday, 22 August 2025 (23:59 CET)**.

Only shortlisted candidates will be contacted. The recruitment process includes two rounds of interviews.

We do not respond to advertising campaigns from recruitment agencies.