

BELEXPO IS LOOKING FOR AN HR & ADMINISTRATION OFFICER (M/F/X)

Who do we need?

A new colleague who is looking for a great adventure in an extraordinary environment and who will become the **HR & administration officer** of the **Belgian pavilion** at the next World Expo, **Expo 2025 Osaka**. Someone who likes to be involved in a big international project and to get to know all the details from A to Z, who establishes and maintains contacts smoothly and who can structure and follow up well.

Who are we and what do we do?

BelExpo coordinates the participation of Belgium and its federated states in international exhibitions organised under the supervision of the *Bureau International des Expositions* (BIE), an intergovernmental organisation with seat in Paris. Each exhibition requires months or even years of preparation. One of those exhibitions are the world exhibitions or world expo's. In Belgium everyone has heard of the famous Expo 58 held in Brussels in the middle of the last century. The now iconic Atomium was actually the Belgian pavilion at the time!

For a world expo BelExpo usually coordinates the construction of a full "Belgian pavilion". Last time, at Expo 2020 Dubai, we built a Belgian pavilion visited by millions of people interested in the architecture, in the exposition on Belgian mobility solutions or for an event on our roof terrace. The success achieved gave the whole team and everyone involved great satisfaction.



The Belgian pavilion at Expo 2020 Dubai

We are well surrounded to achieve such a result. BelExpo organises the Belgian expo participation in cooperation with a number of partners. Different policy levels join forces: the federal government as well as the regions and communities. Companies and scientific and cultural actors also contribute.



Belgian garden at Floriade 2022 Almere

In 2022 we exhibited typical flowers and plants from our country at the horticultural exhibition Floriade Expo 2022 in Almere (near Amsterdam). At the end of the Floriade, we also received the award for most sustainable participation with our regenerable (and entirely eatable!) garden and pavilion.

On 13 April 2025, a newly designed and built Belgian pavilion will open its doors for 6 months for Expo 2025 Osaka in Japan. There, everything will be dedicated to 'Saving Lives' with an exhibition showcasing Belgium's cutting-edge technologies and innovations in healthcare, one of our absolute strong points. During 6 months we will have a pavilion with an impressive exhibition, but also many other activities and events using our Belgian restaurant with rooftop terrace, chocolate & souvenir shop and multifunctional space. We foresee a whole program of cultural, scientific and business events in and around the pavilion and the broader Expo site.

Join our pavilion team:

We would like to strengthen our team in Osaka with a member of staff who is responsible of the HR & administration of the pavilion. As HR & administration officer you will handle all the administration of the Belgian Pavilion in Osaka, reporting directly the pavilion director. You will have the support of 2 team-members. You will also be responsible for HR and be the main point of contact for all the staff members of the pavilion.

Discover all facets of the job below and apply no later than **1 December 2024** at midnight.

The job is very varied. At the Expo, no single day resembles the previous or the next. Therefore, we are looking for a flexible and agile minded person, with a proactive and problem-solving attitude.

JOB CONTENT

Some of your tasks will include (non-exhaustive list):

- **Administrative management**
 - Office management
 - Organizing, attending and taking minutes for meetings
 - Point of contact for staff, suppliers, clients and Expo 2025 Osaka-team
 - Implementing and maintaining procedures
 - Point of contact for all reporting matters

- Management of the pavilion's digital archive
 - Pavilion calendar management
 - Coordinate transportation and accommodation of visiting staff from Brussels or VIP's under pavilion responsibility
 - General administrative assistance for the director, Commissioner General and official visitors from Brussels
- **Access management**
 - Coordination of all access requests for staff, partners, suppliers through the Expo accreditation system.
 - Coordination of the distribution of free entree cards, VIP-tickets, etc.
 - Coordination of incoming diplomatic missions
- **Human Resources**
 - Administrative follow up for all employment contracts
 - Payrolling, including follow-up on sick leave, overtime and vacation days as well as monitoring social security documents
 - Point of contact for questions of staff regarding contracts and procedures
 - Point of contact for staff accommodation suppliers
 - Administrative follow-up on all staff related matters, such as for example visa, insurance and transport, telecommunication
 - Information support for evaluations of all staff by the director
 - Follow-up of staff expense notes

PROFILE

Competences (must have's)

- Team player
- Flexible and hands-on mentality
- Organised and meticulous
- Good planning skills
- Secretarial/office management experience
- An excellent knowledge of the English language and a thorough knowledge of (at least) one of the two national Belgian languages

Important assets (nice to have's) for this position include

- Adaptability
- Proactivity
- Quick observer
- Knowledge of diplomatic protocol
- A knowledge of the Japanese language

WE OFFER:

Full-time position - duration of contract

A fixed-term, full-time contract, in Osaka, Japan, from 15 February until 31 October 2025.

Advantages

This is a fully Belgian employment as a fixed-term contractual employee, in a normal Belgian fiscal and social law context. BelExpo pays an attractive salary and takes care of the necessary tax and social security contributions.

You will be hired from Brussels and might be working in Brussels for a very limited time, before being dispatched to Osaka for the entire period of the Expo itself and a certain time of preparation before and wrap up after the Expo. For the period during which you stay in Japan, we provide an appropriate accommodation, contribution to telephone costs and local public transport. Your transport to Japan is also taken care of by BelExpo with extra luggage for the long-term stay. You will receive health insurance for the period of employment as required by law.

Additional benefits: possibility to have meals during your working hours at democratic prices (in the pavilion itself). The legal minimum number of annual leave days, not counting official leave days, of which only a limited number can be taken during the Expo opening period. Flexible working hours, including weekends and public holidays, are standard given the specific context of the World Expo with a 7/7 open Pavilion and the importance of your managerial role.

Want to know more about the position or the selection procedure?

Klaartje Gysen – HR & Procurement Officer of BelExpo

Myriam Cops – Director of the Belgian pavilion at Expo 2025 Osaka

Belgian Commission General for International Exhibitions

E-mail: hr@belexpo.be

CONDITIONS FOR PARTICIPATION

To apply: before the application deadline, please provide us with a complete CV, illustrating your skills, knowledge and experience, and a cover letter explaining your motivation for this function.

SELECTION PROCEDURE

Step 1: Screening CVs and cover letter

Only applications containing at least a CV and cover letter (explaining the motivation of the candidate) sent in by the deadline and in the proper manner will be considered.

A selection of up to or around eight candidates will be made for the next stage, based on the submitted dossiers (CV + cover letter).

The first step is scheduled around the first half of December.

Step 2: Interview (1 hour)

The interview will assess whether your technical skills and behavioural competences meet the job requirements. It will also gauge your motivation, your interests and your feel for the field.

Your CV and cover letter act as an additional source of information during the interview.

The interview is scheduled in the second half of December or in the first half of January 2025.

AND AFTER THE SELECTION PROCESS?

Were you chosen?

The list of selected candidates will consist of those who best fit the job description and competence profile.

Feedback

After receiving your result for a selection step, you can request written feedback within 2 months at hr@belexpo.be.

Apply

You can apply until 01 December 2024 at 23:59 Brussels time.

Apply by submitting a complete dossier (CV + cover letter) via e-mail at hr@belexpo.be. PLEASE USE THE APPROPRIATE JOB TITLE IN YOUR E-MAIL HEADER.

Your file consists at least of a well-detailed curriculum vitae and a cover letter addressed to the Director of the Belgian pavilion.



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