Open Call: TGEU is looking for a new Operations Officer

open call

TGEU is looking for a full-time (100%, 40 hours per week) Operations Officer starting in September 2026. The Operations Officer will be responsible for providing administrative and financial services in order to ensure effective and accurate operations of the organisation in compliance with German and funder regulations for an initial period of 24 months with the possibility of extension.

The place of work is Berlin, Germany. Currently, TGEU is operating a 4-day working week trial, and the organisation is closed on Fridays.

Closing date

To apply, please send **a cover letter and resume or CV,** and two references to jobs@tgeu.org with OPERATIONS OFFICER in the subject line by **9 August, 19:00 CEST.**

Background

TGEU is a member-based organisation working primarily in Europe and Central Asia for the rights and lives of trans people. TGEU's mission is to strengthen the rights and wellbeing of trans people in Europe and Central Asia and represents more than 200 member organisations in over 50 countries.

Job description

The Operations Officer will:

- Support administrative, financial and HR tasks in the organisation
- Support accounting and financial reporting (in DATEV highly desirable)
- Support the process of procurements
- Process of finance budgeting
- Provide logistical support to staff and participants in trainings/conferences
- Follow legal compliance for charitable organisations in Germany

Required qualifications and experience

- Fluent command of written and spoken English, and German (desirable)
- Experience with financial and administrative work
- Proficiency in Microsoft Office (Word and Excel)
- Attention to detail
- Strong organisational skills
- Multi-tasking and time management capability
- Excellent communication skills
- Commitment to TGEU values and policies

Person Specification

- Degree in Business Administration, Public Administration, or Finance (highly desirable)
- Experience in DATEV accounting (highly desirable)
- Ability to understand and comply with German association and employment law
- Experience working in a local or international NGO (desirable)
- Experience working within trans communities and/or organisations
- Good organisational skills
- For those who may need a work permit, a university diploma will be required due to German immigration practices.

What we offer

- The possibility of working for the European and Central Asian trans movement
- A dedicated team that will allow you to implement your ideas
- Gross salary of 46,981 € per year, with 5% increase after one year, at the Officer level
- 24 days of holiday per year, healthcare and pension plan
- Up to 3.000 € of relocation support to Berlin, Germany, if needed

Accessibility of TGEU's offices

TGEU's Berlin office is partially accessible for wheelchair users, with mostly step-free access, elevators, wide corridors, and accessible toilets throughout the building, but not in the TGEU office itself. Some doors are heavy and not motor-assisted.

Application procedure

To apply, please send **a cover letter and resume or CV,** and two references to jobs@tgeu.org with OPERATIONS OFFICER in the subject line by **9 August, 19:00 CEST.**

Top candidates may be asked to complete a pre-interview exercise. Any questions about the position should be directed to jobs@tgeu.org with 'Operations Officer' in the subject line.

Approaching a member of TGEU staff about this vacancy might lead to an automatic disqualification of the applicant.

Timeline

20 July, 2026: Launch of the call

9 August, 19:00 CEST: Deadline for receiving applications

20 to 24 August: Interviews with shortlisted candidates

28 August: Decision communicated to all applicants

September 2026: Start of position

We guarantee that all information will be held confidentially.