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Junior Liaison Officer

TRIALOG is an EU co-funded project focusing on development NGOs (NGDOs) in the new member states of the EU (EU12/EU13 including Croatia from 2013) and Accession Countries (AC). Its objectives include raising awareness of development issues in the countries mentioned and helping local NGDOs to strengthen platforms and actively engage in development policy issues both on the national and EU level.

TRIALOG is currently looking for a full time **Junior Liaison Officer** based in Brussels (the main TRIALOG office is in Vienna), starting on **10 December 2012**.

Main Tasks and Responsibilities:

- Assisting the liaison officer with tasks related to supporting liaison officers in the EU13 platforms:
 - ensuring their active engagement in CONCORD working groups;
 - undertaking research to contribute to policy digest papers;
 - providing a contact point for queries and requests for assistance.
- Completing a six-month project, to be defined in cooperation with the successful candidate.
- Supporting the liaison officer with the logistical and content preparation necessary for the study visit to Brussels, planned for June 2013.
- Carrying out other office support tasks as and when necessary, including attending and reporting back from relevant meetings, supporting the preparation necessary for the upcoming office move and some administrative tasks.
- Participating in TRIALOG events in other European countries if and when appropriate

Requirements:

- Recent graduate in a subject related to International Development, European Affairs or similar.
- Familiarity with development cooperation, aid policy, the neighbourhood and pre-accession regions and Brussels-based advocacy work.
- Interest in the newer member states of the EU.
- Strong work ethic and willingness to play an active role in a small international team.
- Excellent communication skills and fluency in English. Knowledge of French and other European languages is an asset.

Eligibility: Applicants must have the right to live and work in Belgium. EU13 applicants are strongly encouraged to apply. Unfortunately TRIALOG is unable to cover travel costs for applicants invited for interview, although telephone/skype interviews are possible.

Salary: The gross salary is 722 Euro per month according to the Belgian *Convention d'immersion professionnelle* contract. The position will last for a total of six months, including a trial period of one month.

Please send your CV and covering letter to Rebecca Steel-Jasińska, TRIALOG Liaison Officer, trialog@concordeurope.org by **29 October 2012**. Please use 'TRIALOG JLO' as your title. Interviews will take place in November.