NEW: Junior policy officer position for Aidwatch and Gender equality from September 2013 on for 6 months

CONCORD is seeking a ‘Junior policy officer’ to join its Brussels-based secretariat for 6 months starting 1 September 2013. S/he should be dynamic, a dedicated team player and fluent in English. In addition, the candidate should have a clear understanding of the EU development policy.

**CONCORD** is the European NGO confederation for Relief and Development. Its 27 national associations, 18 international networks and 2 associate member represent 1,800 NGOs which are supported by millions of citizens across Europe. CONCORD leads reflection and political actions and regularly engages in dialogue with the European institutions and other civil society organisations. At global level, CONCORD is actively involved in the Open Forum for CSO Development effectiveness, the Beyond 2015 campaign, BetterAid and the International Forum of NGOplatforms. [www.concordeurope.org.](https://mail.concordeurope.org/owa/UrlBlockedError.aspx)

To apply, please send your CV and letter of motivation until 8 August to Zuzana.Sladkova@concordeurope.org, mentioning in the subject line ‘Application for Junior Policy Officer position’. **Please note that only short-listed candidates will be contacted.**

**Please forward this message broadly!**

Closing date for application:       Thursday, 8 August 2013

Interviews:                                    13 and 14 August 2013

**Context**

At Concord we monitor whether Europe is keeping its aid promises through our AidWatch initiative. The Junior policy officer will mainlysupport the work of Aidwatch, the National sub-contracting, CONCORD’s gender equality work as well as the organization of CONCORD’s second semester event.

1. **Main tasks**

Under the supervision of the Aidwatch coordinator to:

* **Support the Aidwatch working structure (approximately 50%)**
* Facilitate the work of the Aidwatch working group; support the work of the Aidwatch coordinator, chairs and the advocacy group;
* Ensure the organisation, preparation and facilitation of meetings, workshops, events and teleconferences;
* Support the work around CONCORD/ Aidwatch positions and recommendations;
* Monitor institutional developments; assist in organizing advocacy meetings with EU institution representatives.
* Help preparing and organising the Annual Aidwatch Seminar and other AW meetings (logistical support including preparation of the agenda and background documents)
* Support the launch of 2013 AW Report including preparation of the advocacy activities with the EU Institutions of 2013;
* Draft analysis of the EU documents related to aid quantity and quality;
* Help to prepare documents for Aidwatch donors;
* **Provide support for CONCORD’s subcontracting to National platforms (approximately 20%)**
* Finalisation of the second call and preparation of the third call for CONCORD subcontracting to National Platforms (collecting final reports, applications, preparation and support to selection committee);

Under the supervision of the head of policy to:

* **Support CONCORD’s Gender equality work (approximately 30%)**
* Support CONCORD’s gender working group;
* Support the Head of Policy in developing tailored in-house trainings on gender mainstreaming in communication, Human resources& organizational culture as well as in policy & advocacy;
* **General tasks and responsibilities**
* Support CONCORD’s presence at the European Development Days 2013;
* Support the organisation of CONCORD’s second semester event;
* Keep abreast of the current development issues and trends;
* Work cooperatively and supportively with the Concord secretariat team and Concord members;
* Ensure that all activities undertaken on behalf of Concord, externally or internally, are executed in accordance with the overall aims of the confederation and in line with Concord’s policies and procedures;
* Support CONCORD’s engagement in EU decision-making and consultation processes and to represent Concord at meetings with EU institutions and other external stakeholders as well as at conferences, seminars and other media or policy events;
* Provide events and business support to the supervisors when needed;
* Contribute to the functioning of the policy team within CONCORD secretariat;
* Liaise, if needed, with external consultants supporting the work in this area;
* Support the communication work of the policy team;

**Experience and Knowledge**

* Proven experience with EU policy with excellent knowledge of EC development policy;
* Good knowledge of human rights based approach and gender mainstreaming in development;
* Experience in international work environments and working in intercultural teams;
* Capacity to synthesize and analyze information.
* Internet search and documentation capacity, abilities to work in Word, Excel and Outlook
* Creativity and good eye for details

**Skills**

* Very good writing and editing skills in English; an additional EU language an asset;
* Excellent communication, networking, and inter-personal skills;

**Personal Qualities**

* Flexible, willing to share information and to take decisions;
* Independent and self-motivated;
* Capacity to work in a multi-cultural environment;
* Ability to meet deadlines under pressure;
* Some willingness to travel.