



Aidwatch/Gender Junior Policy and Advocacy Officer

CONCORD is offering a position of 'AidWatch/Gender Junior Policy & Advocacy Officer' to join its Brussels-based secretariat for 4 months starting 1 September 2014 on a part-time basis (4 days a week). S/he should be dynamic, a dedicated team player and fluent in English. In addition, the candidate should have a proven experience with organizing international events, EC project management including reporting and understanding of the EU development policy.

(Brutto salary is +/- 2150 Euros + STIB + ticket restaurants per month + 13 month + medical insurance.)

CONCORD is the European NGO Confederation for Relief and Development. Its 28 national associations, 18 international networks and two associate members represent 1,800 NGOs which are supported by millions of citizens across Europe. CONCORD leads reflection and political action and regularly engages in dialogue with the European institutions and other civil society organisations. At a global level, CONCORD is actively involved in the [CSO Partnership for Development Effectiveness](#), the [Beyond 2015 campaign](#), and the [International Forum of NGO Platforms](#). www.concordeurope.org.

To apply, please send your CV and letter of motivation to Zuzana.Sladkova@concordeurope.org, mentioning in the subject line 'Application for AidWatch/Gender Junior Policy & Advocacy Officer'. Please note that only short-listed candidates will be contacted.

Closing date for application: Sunday, 17 August 2014 11:00pm.

Interviews: 21 and 22 August 2014

Context

At Concord we monitor whether Europe is keeping its aid promises through our AidWatch initiative. The AidWatch/Gender Junior Policy & Advocacy Officer will mainly support the work of Aidwatch, the National sub-contracting, CONCORD's gender equality work.

1. Main tasks

Support the Aidwatch working structure (approximately 40%)

- Support the work of the Aidwatch coordinator, chairs and the advocacy group;
- Ensure the preparation of the teleconferences of AidWatch Advocacy Group;
- Help preparing and organising the CONCORD Annual Aidwatch Seminar and Annual meeting of CONCORD's Financing for Development Group (logistical support including preparation of the agenda and background documents)
- Support the launch of 2014 AW Report including preparation of the advocacy activities with the EU Institutions;
- Help to prepare documents for Aidwatch donors;

Support CONCORD's Gender equality work (approximately 20%)

- Support CONCORD's gender working group;
- Support the gender working group in organizing MEP gender lunch in the European Parliament;
- Facilitate the preparation of the teleconferences and meetings of the Gender Working Group;

Administration of the Subcontracting to national platforms (30%)

General tasks and responsibilities (10%)

- Contribute to the functioning of the policy team within CONCORD secretariat;
- Provide support to general policy work, be a strong team member of the CONCORD Secretariat, contribute to collective tasks of the CONCORD Policy and Advocacy team;

2. Experience and Knowledge

- Proven experience with organizing international events/workshops/seminars/conferences;
- Proven experience with EC project management including reporting;
- 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

3. Skills

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

4. 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;
- Willingness to travel.