



## Paid Traineeship – Junior Liaison Officer

**TRIALOG** is an EU co-funded project focusing on development NGOs (NGDOs) in the newer EU member states that joined the EU since 2004. Its objectives include raising awareness of development issues in the countries mentioned and supporting 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 trainee – **Junior Liaison Officer** based in Brussels (the other TRIALOG office is in Vienna), **starting in mid-January 2015**.

### Main Tasks and Responsibilities:

- Compiling a TRIALOG study on issues related to the sustainability of civil society organisations and their enabling environment, with guidance from the Liaison Officer. Contributing to other papers to be determined in cooperation with the TRIALOG team.
- Supporting the Liaison Officer with the logistical and content preparation necessary for the study visit to Brussels, planned for the 1<sup>st</sup> half of 2015.
- Carrying out other office and event support tasks as and when necessary, including logistical and administrative tasks.
- Attending and reporting back from relevant meetings, contributing to TRIALOG's social media and information channels.
- 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.
- Understanding of development cooperation and work of civil society organisations in this field, especially in EU13 countries.
- Interest in the European neighbourhood and pre-accession regions and Brussels-based advocacy work.
- Strong work ethic and willingness to play an active role in a small international team.
- Strong communication skills and fluency in English, including proven drafting skills 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. TRIALOG is fully committed to gender equal opportunities and cultural diversity. TRIALOG is unable to cover travel costs for applicants invited for interview, although telephone/Skype interviews are possible.

**Salary:** The gross salary is 751 Euro per month according to the Belgian *Convention d'immersion professionnelle* contract together with the covering of local travel costs. 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 Mirjam Sutrop, TRIALOG Liaison Officer, Mirjam.trialog@concordeurope.org by **25 November 2014**. Please use 'TRIALOG JLO' as your title. We regret to inform that only shortlisted candidates will be contacted. Interviews will take place on the 2<sup>nd</sup> week of December.