Policy and Advocacy Traineeship
Starting as soon as possible, for a 6 months period

We are looking for a person who: would like to gain valuable work experience and contribute to the work of a confederation of NGOs whose vision is of a world in which poverty and inequality have been ended; in which decisions are based on social justice, gender equality and upon our responsibility to future generations; where every person has the right to live in dignity, sustainably, on an equal basis, free from poverty.

You will work within our Policy and Advocacy team under the supervision of your mentors, the Policy and Advocacy Coordinators responsible for civil society space and financing for development. Your main role will be to contribute to realisation of the policy and advocacy objectives in the areas of the MFF 2021, access to funding of CSOs and the role of the private sector in development. Throughout the traineeship, you will be regularly given feedback on your performance to help you grow.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.

Main learning objectives

Learning objectives
- You will be able to acquire a good understanding of decision-making processes in EU institutions as well as the ways of working in an EU NGO confederation, bringing together networks and national platforms from across the European Union.
- You will be able to obtain knowledge about EU development policies in general, with a special focus on financing for development and promoting civil society space. This includes in particular our work on the role of the private sector in development and the MFF 2021.
- You will be able to improve your policy analysis and advocacy skills as well as your coordination, process management and organisational skills, while working in an international, multicultural environment.

Main responsibilities and tasks

- Financing for Development:
  - Support the overall policy and advocacy work on financing for development;
  - Support the coordination of the wider group working on FfD, including information sharing (drafting of newsletters) and logistical arrangements (setting up meetings) drafting minutes etc.

  Specific focus: Role of private sector in development:
- Support the policy and advocacy work on the role of private sector in development: Facilitate the advocacy activities of the CONCORD position paper; organise a conference

- **Promoting Civil Society Space**
  - Support the overall policy and advocacy work on promoting civil society space;
  - Support the coordination of the wider group working on civil society space, including information sharing (drafting of newsletters) and logistical arrangements (setting up meetings) drafting minutes etc.

**Specific Focus: MFF 2021**

- Support the policy and advocacy work on the future of the MFF
- Organise a training on MFF 2021

**Specific focus: Funding study**

- Research and analyse data related to funding instruments of DG DEVCO and DG NEAR
- Facilitate the preparations of the research paper

- **Generic policy and advocacy work:**
  - Coordination within the Policy and Advocacy team and with other departments and contributing to generic policy and advocacy work.

- **Staff coordination and work:**
  - Participate in staff coordination meetings and contribute to generic staff work.

**Qualification and Experience**

**Education/Training:**

✓ University Degree or equivalent in development studies, political science, EU or other relevant studies

**Technical Skills/Expertise:**

✓ Knowledge of the functioning of the European Union institutions and EU policy-making processes
✓ Passion for and expertise in statistics and data

**Minimum Professional Experience required:** none

**Languages:** Fluent English, French an asset

**Personal qualities/interpersonal skills:**

✓ Ability to organize one’s own work and manage one’s own time;
✓ Ability to work effectively and cooperatively with others and towards shared objectives;
✓ Ability to work under pressure and towards tight deadlines;
✓ Analytical and problem solving skills;
✓ Capacity to synthesize and analyse information.

**Conditions of Employment:**

Post based in Brussels, Belgium.
The contract will be an ‘immersion professionnelle’ contract for a duration of 6 months (possibility to renew once under certain conditions).
Salary will be approximately 800 euros per month. CONCORD also provides hospitalisation insurance, meal vouchers and a monthly commuting allowance on local public transport or by bicycle.

To Apply:
Please submit your cover letter and CV in English by e-mail to Zuzana Sladkova, Policy and Advocacy Coordinator, zuzana.sladkova@concordeurope.org and Alexandra Rosen, Policy and Advocacy Coordinator, alexandra.rosen@concordeurope.org by 22 August, 12:00 midday CET. Please include the position (CONCORD – Policy & Advocacy Trainee) plus your name in the title of the email.

Thank you all for your interest but only shortlisted candidates will be contacted.

Closing Date: 22 August, 2017, 12:00 midday CET
Interviews dates: 30-31 August 2017
Aimed start date: As soon as possible