

## Policy and Advocacy Adviser AidWatch

CONCORD is seeking a highly-motivated individual to join the Policy and Advocacy Team as a Policy and Advocacy Adviser to coordinate and steer our AidWatch workstream.

### ABOUT CONCORD

CONCORD is the European Confederation of relief and development NGOs. We are made up of member organisations: 28 national platforms, 25 international networks and 4 associate members that represent over 2,600 NGOs, supported by millions of people across Europe. We are the main interlocutor with the EU institutions on development policy, funding and practice.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, color, 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.

### ROLE SPECIFICATION

Each year, CONCORD publishes the annual AidWatch Report on the quantity and quality of European ODA. It is launched in Brussels and EU Member States and is used to inform coordinated EU lobby work to influence policy makers and hold governments to account on their aid pledges.

CONCORD's Aidwatch adviser plays a key role in overseeing the production of this report and in planning, mobilizing and delivering CONCORD's strategy on aid in alignment with our vision of international cooperation. You will provide input and support CONCORD's members in shaping CONCORD's policy and advocacy work on issues surrounding aid and on how aid commitments are measured and monitored. You will contribute to the work of the other Policy & Advocacy Advisers within the Secretariat to achieve our joint aim of transformational change in EU policy, funding and practice. You will support the communication team in contributing to the visibility of CONCORD's work.

#### Key areas of responsibility

- Coordination of, enabling and facilitating CONCORD Aidwatch process, including planning and reporting
- Promote political dialogue and build sound relationships with the EU institutions
- Provide input, support, analysis and advice to CONCORD members on EU policy processes and trends relevant to EU Member States' engagement on aid
- Help to improve and innovate CONCORD's methodology on aid monitoring
- Help to build capacity within CONCORD's constituency on aid-related issues
- Manage the creation and launch of CONCORD's annual AidWatch Report
- Contribute to generic policy and advocacy work and internal coordination and collaboration

- Represent the Confederation in relevant governance, planning, intelligence and lobby meetings
- Support the peer-to-peer capacity-building of members to better engage in national, EU, partner country and international advocacy initiatives

## PERSON SPECIFICATION

The candidate will understand and be committed to CONCORD's vision and goals and be able to contribute to CONCORD's ambition to pursue a transformational, systemic and gender-sensitive agenda at EU level.

### Knowledge:

- Academic background or professional experience in the development and/or human rights sector
- Sound understanding of gender equality and trends in EU aid commitments
- Good understanding of EU policy-making and influencing processes and strategies

### Experience:

- At least 4 years of professional experience (excluding internships) specifically in policy and advocacy work
- Experience in advocacy towards the EU with proven track record of policy and advocacy successes
- Experience in working in an NGO, whether in Europe or elsewhere
- Experience in writing briefings or reports on international cooperation or related issues
- Experience in organising events and coordinating different entities

### Skills:

- Politically astute, with well-honed policy analysis skills and an ability to translate that analysis into strategic advocacy positions that imply transformative, gender-sensitive change
- Excellent interpersonal and communication skills and collegial approach, including tactful but effective facilitation skills to build consensus
- Strong planning and organisational skills, particularly the ability to plan and execute research that contributes to advocacy positions
- Team player; proactive; self-starter
- Capable networker, able to coordinate and operate effectively in coalitions
- Confidence and fluency in communicating to external audiences on CONCORD's work in your areas of focus
- Fluent level written and spoken English a must; working knowledge of French desirable

## CONDITIONS OF EMPLOYMENT

**Duration of Contract:** One-year full-time position ("CDD") with possibility of conversion to permanent contract ("CDI") on successful completion

**Location:** Brussels, Belgium

**Gross salary:** from €3,150 per month, depending on experience.

**Other benefits:** holiday allowance; 'thirteenth month'; hospitalisation insurance; affiliation to pension scheme; meal vouchers and a monthly commuting allowance on local public transport or by bicycle pro rata for the period.

The position reports to the Head of Policy and Advocacy.

## **HOW TO APPLY**

If you are interested, please upload your CV (max. 2 pages, no photo) and cover letter explaining your motivation and fit in the portal below. The CV and cover letter must be submitted as one document. Only applications and CVs written in English will be accepted.

The closing date for applications is **14 January 2022 COB**. Only short-listed candidates will be contacted. The written test and interviews will take place the following week.

No possibility for visa sponsorship. You should have a valid work permit to work in Belgium.

