

## Programme Assistant

The European Peacebuilding Liaison Office (EPLO) is currently seeking a Programme Assistant (PA) to provide administrative and logistical support on the Civil Society Dialogue Network (CSDN) project, under which EPLO facilitates dialogue between civil society and EU policy-makers. The PA will also support the work of other EPLO staff members and work with EPLO member organisations (MOs) and other civil society organisations (CSOs).

The PA will be well-organised, reliable and hard-working. They should also have some experience in organising events and/or communications. The initial contract will be for six months starting in March 2019 and with the possibility of renewal. It is possible that there will be opportunities for development and promotion within EPLO, depending on staffing needs, resources and the PA's performance.

**Title:** Programme Assistant (PA)

**Function:** To provide administrative and logistical support on the Civil Society Dialogue Network (CSDN) project

**Line Manager:** EPLO Assistant Director (AD)

(EPLO Executive Director (ED) and other EPLO senior staff for certain tasks)

### A. Duties and Responsibilities:

#### 1. Administrative and logistical support

- Manage all organisational aspects of CSDN events (plus other EPLO events), including booking venues, liaising with travel agency, supporting participants, organising reimbursements, and preparing background documents
- Provide administrative support to EPLO staff members

#### 2. Support on policy work

- Prepare minutes of EPLO meetings
- Participate in events and meetings in Brussels
- Provide research support to EPLO staff members

#### 3. Working with EPLO MOs and other CSOs

- Facilitate the participation of EPLO MOs in CSDN events (plus other EPLO events)
- Network and co-operate with other CSOs working on peacebuilding

#### 4. Communications/liaison work

- Update EPLO website
- Post on EPLO Facebook page
- Tweet on behalf of EPLO

### B. Person Specification

#### 1. Education

##### Essential

- Degree in a relevant subject (e.g. conflict studies, politics, law, European studies, economics)
- Fluency in English
- Good working knowledge of French

Desirable

- Additional languages

## 2. Work experience

Essential

- Organising events
- Communications

Desirable

- Working for a network, platform or membership organisation
- Project management (particularly European Commission (EC))

## 3. Knowledge and skills

Essential

- Understanding of the peacebuilding sector (or interest and willingness to learn)
- Understanding of issues relating to the management of a network
- Excellent English writing skills
- Excellent attention to detail
- Excellent communication and interpersonal skills
- Strong IT skills

## 4. Personal qualities

Essential

- Reliable and well-organised
- Able to understand and follow instructions
- Able to act on initiative when appropriate and to complete tasks with limited supervision
- Able to work in a small team in a respectful and friendly manner
- Patient and calm in stressful situations
- Able to take a problem-solving approach to challenging situations
- Committed to EPLO's mission

## C. Terms and Conditions

Employment will be under the Belgian '*convention d'immersion professionnelle*'.

Unfortunately, EPLO can only consider applicants with the right to work in Belgium.

**Salary:** Commensurate with skills and experience.

(NB/ EPLO offers a number of additional employment benefits which increase the net salary, including holiday pay, meal vouchers and travel expenses.)

**Application procedure:** Please send a CV, cover letter and 1-2 page writing sample to [office@eplo.org](mailto:office@eplo.org).

(NB/ The cover letter should include your reasons for applying for the position, your salary expectation and your availability.)

**Deadline for submission of applications:** Monday 21 January 2019

**Interviews:** Week beginning Monday 4 February 2019

(NB/ Only shortlisted candidates will be notified.)