

Policy Assistant (6-month paid internship)

The European Peacebuilding Liaison Office (EPLO) is currently seeking a Policy Assistant to provide policy and administrative support on various areas of EPLO's policy work. The Policy Assistant will work with EPLO and its member organisations to influence EU policy and will monitor and inform EPLO member organisations about developments in the EU's response to conflict.

The Policy Assistant will in particular support EPLO's work on the EU's Integrated Approach to external conflicts and crises and on EU engagement with the security and justice sectors in conflict-affected contexts. The policy issues that the Policy Assistant works on will be determined by EPLO's priorities, as set out in its 2020-2025 Strategic and Policy Objectives, and may vary through time. They might include, *inter alia*: CFSP/CSDP, EU development assistance, EU support for peace processes, gender and peacebuilding, or climate change and peacebuilding.

The Policy Assistant will have a good understanding of EU policy-making, and some experience of policy and peacebuilding advocacy work. S/he will be well-organised, reliable and hard-working. The contract will be for six months starting in January 2021.

Title: Policy Assistant (PA)

Purpose: To provide policy and administrative support on various areas of EPLO's policy work

Line Manager: EPLO Senior Policy Officer (SPO)

A. Duties and Responsibilities

1. Policy support

- Support EPLO's policy work (including on the EU's Integrated Approach to external conflicts and crises and on EU engagement with the security and justice sectors of its partner countries)
- Monitor EU policy and identify areas for EPLO recommendations
- Provide research support to the EPLO SPO
- Prepare clear, succinct briefing papers on complex EU policy matters for non-specialist audiences
- Participate in events in Brussels and report to EPLO colleagues and member organisations

2. Administrative and logistical support

- Manage the organisational aspects of one EPLO working group and some logistical arrangements for EPLO events, including meetings under the Civil Society Dialogue Network (CSDN)
- Provide administrative support to SPO line manager and other EPLO staff members

3. Working with EPLO MOs and other CSOs

- Support the facilitation of one EPLO working group, assisting MOs to exchange information and to develop common positions
- Enable the participation of EPLO MOs in CSDN meetings and other events
- Communicate to EPLO MOs about EU policy developments and other activities
- Network and co-operate with other CSOs working on peacebuilding

B. Person Specification

1. Education

Essential

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

Desirable

- Good working knowledge of French
- Additional language skills

2. Work experience

Essential

- Working in an international policy environment (preferably EU)
- Drafting briefings, articles and papers
- Organising events

Desirable

- Working for a network, platform or membership organisation
- Working in a conflict-affected area
- Working with policy-makers and/or carrying out policy and advocacy work

3. Knowledge and skills

Essential

- Good understanding of EU policy-making processes
- Good understanding of the peacebuilding sector, conflict prevention theory and practice
- Excellent English writing skills
- Excellent attention to detail
- Excellent communication and interpersonal skills
- Strong strategic, analytical and problem-solving skills

4. Personal qualities

Essential

- Proactive and able to work both independently and as part of a team, in a multicultural environment and including working with remote colleagues
- Committed to EPLO's mission
- Efficient, well-organised and able to multitask
- Able to take a problem-solving approach to challenging situations

C. Terms and Conditions

Employment will be under the Belgian '*convention d'immersion professionnelle*', i.e. a paid internship programme.

Unfortunately, EPLO can only consider applicants with the right to work in Belgium and who will reside in Belgium during the period of time covered by the contract.

Salary: 1000-1200 EUR gross per month - depending on skills and experience.

Application procedure: Please complete the [application form](#) available on the EPLO website and send it together with a 1-page writing sample to apenfrat@eplo.org.

Deadline for submission of applications: Sunday 29 November at 23:00 Central European Time (CET)