

## Senior Policy Officer

The European Peacebuilding Liaison Office (EPLO) is currently seeking a Senior Policy Officer (SPO) to lead its work on specific areas of EU peace and conflict policy. The SPO will work with EPLO member organisations (MOs) to influence EU policy.

The successful candidate will have an excellent understanding of EU policy-making, experience of policy work and organising policy events. The initial contract will be for one year with the possibility of renewal, to start as soon as possible. Ideally, they will have expertise in one of the following areas of EU policy: Common Security and Defence Policy, development, gender, peace process support and/or strong knowledge of the EU's policy and practice in a particular region.

**Title:** Senior Policy Officer

**Purpose:** To carry out policy/advocacy work to improve EU policy on conflict, including through the use of the Civil Society Dialogue Network (CSDN)

### A. Duties and Responsibilities

#### 1. Policy/advocacy work

- Lead EPLO's policy work in a number of areas of EU policy related to peace
- Use the CSDN to further EU peacebuilding policy including proposing, designing and organising CSDN events on EU peace and conflict issues
- Analyse EU policy and prepare and advocate for policy recommendations
- Draft policy papers and statements targeting EU policy-makers
- Work with policy-makers across the EU institutions, including as part of the CSDN
- Participate in events in Brussels and beyond, including presenting EPLO's policy positions, giving formal presentations and moderating events
- Lead on the organisation of advocacy events, in particular CSDN meetings, which fall under the relevant policy areas, including negotiation with officials, civil society organisations (CSOs) and other stakeholders, drafting agendas, management of participants etc.

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

- Manage at least one EPLO working group, assisting MOs to exchange information and to develop common positions
- Work with EPLO MOs to plan CSDN events to promote peacebuilding by the EU
- Enable participation of EPLO MOs in CSDN and other events
- Develop EPLO strategy on particular policy issues
- Communicate to EPLO MOs about EU policy developments and about CSDN and other activities including preparing talking points
- Network and co-operate with other CSOs working on peacebuilding

#### 3. Staff management & administrative and logistical work

- Manage Policy Officers (POs) to ensure they perform tasks as set out in their job descriptions
- Administrative work
- Ensure smooth organisation of advocacy events

#### **4. Communications work**

- Prepare clear, succinct briefing papers, articles and reports on complex EU policy matters for non-specialist audiences
- Present on behalf of EPLO at conferences and events

### **B. Person Specification**

#### **1. Education**

##### Essential

- Degree in a relevant subject (conflict studies, political science, European studies, international relations)
- Fluency in English
- Good working knowledge of French

##### Desirable

- Postgraduate degree in a relevant subject
- Additional language skills

#### **2. Work experience**

##### Essential

- At least five years working in an international policy environment (preferably EU)
- Drafting papers for use in advocacy
- Working with policy-makers
- Management experience
- Organising events

##### Desirable

- Project management (particularly European Commission (EC) project management)
- Working for a network, platform or membership organisation
- Working in a conflict-affected area/working for an international non-governmental organisation (INGO)

#### **3. Knowledge and skills**

##### Essential

- Excellent understanding of EU policy-making processes (preferably with in-depth knowledge of at least one of the EU policy areas which EPLO currently prioritises)
- Good understanding of the peacebuilding sector
- Good understanding of conflict prevention theory and practice
- Good understanding of issues relating to the management of a network
- Strong political understanding and ability to liaise with a range of actors both within and outside EPLO
- 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
- 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 a Belgian CDD contract.  
(NB/ EPLO can only consider applicants who are eligible to work in Belgium).

**Salary:** Commensurate with skills and experience.  
(NB/ EPLO offers a number of additional employment benefits 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:** 23.59 CEST on Sunday 26 September 2021

**Interviews:** Week beginning Monday 4 October 2021  
(NB/ Only shortlisted candidates will be notified.)