

EU Programme Trainee (*CIP - Convention d'immersion professionnelle*)

About EPLO

The European Peacebuilding Liaison Office (EPLO) is seeking an EU Programme Trainee (PT) to provide administrative and logistical support on the Civil Society Dialogue Network (CSDN) project, under which EPLO facilitates dialogue between civil society and EU policymakers. The PT will also support the work of other EPLO staff members.

The PT will be reliable and well-organised. They should have some experience in organising events. The contract will be under a '*convention d'immersion professionnelle*' for 6 months, renewable.

Title: EU Programme Trainee (PT)

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

Line Manager: Senior Policy Officer (SPO) (and EPLO Executive Director (ED) for certain tasks)

A. Duties and Responsibilities:

1. Administrative and logistical support

- Support to organisational tasks for 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. Working with EPLO Member Organisations and other Civil Society Organisations

- Facilitate the participation of EPLO MOs in CSDN events and other EPLO events

3. Liaison/communications work

- Support EPLO staff working on communications, including EPLO's social media accounts and website
- Contribute to EPLO newsletters
- Participate in events and meetings and prepare minutes and summaries

B. Person Specification

1. Education

Essential

- Degree in a relevant subject (e.g. European studies, law, communications, business administration...)
- Fluency in English

Desirable

- Additional languages

2. Work experience

Essential

- Organising events

Desirable

- Project management (particularly EU-funded projects)

3. Knowledge and skills

Essential

- Excellent communication and interpersonal skills
- Excellent English writing skills
- Excellent attention to detail
- Strong IT skills
- Interest and willingness to learn about the peacebuilding sector

Desirable

- Understanding of issues relating to the management of a network

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
- 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*'. The initial contract will be for 6 months, starting as soon as possible.

EPLO offers a number of additional benefits which increase the net salary, including meal vouchers and travel expenses.

Unfortunately, EPLO can only consider applicants who are eligible to work in Belgium.

Location: Brussels.

Application procedure: Please send a CV and a one-page cover letter to jobs@eplo.org

The cover letter should include your reasons for applying for the position and your availability to start. Please also confirm at the end of the cover letter that you have the right to work in Belgium.

Deadline for submission of applications: 23.59 CET on Friday 31 October 2025.
(NB: Please note that only shortlisted candidates will be notified)

Interviews: To be conducted from the week of 10 November 2025.