

## Policy Assistant

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 (MOs) to influence EU policy, and s/he will monitor and inform EPLO MOs about developments in the EU's response to conflict.

The Policy Assistant will primarily support EPLO's work on (1) the climate crisis and peacebuilding and on conflict sensitivity (approximately 70% of working time), and (2) gender, peace and security (approx. 30% of time). EPLO is committed to mainstreaming addressing the climate crisis and promoting gender equality in its work, and the Policy Assistant will help develop EPLO's approach on these issues and advocate for innovative responses to the interlinkages between the climate crisis, gender (in)equality and peace/conflict dynamics.

The Policy Assistant will have a good understanding of EU policy-making, some experience of policy and peacebuilding advocacy work, and familiarity with the intersection between the climate crisis and peace/conflict, with conflict sensitivity, and with the Women, Peace and Security agenda. S/he will be well-organised, reliable, hard-working, and a good communicator. The initial contract will be for one year starting in October 2022, 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 performance of the Policy Assistant.

**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 on the climate crisis and peacebuilding, on conflict sensitivity and on gender, peace and security (GPS)
- Monitor EU policy and identify areas for EPLO recommendations
- Provide research support to the EPLO SPO and Senior Associate
- Interact with policy-makers across the EU institutions
- Assist in the preparation of clear, succinct briefing papers, articles and reports on complex EU policy matters for non-specialist audiences
- Participate in events in Brussels and beyond, including presenting EPLO's policy positions

#### **2. Administrative and logistical support**

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

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

- Support the facilitation of at least two EPLO working groups, 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)
- Excellent written and spoken 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 with policy-makers and/or carrying out advocacy work
- Working in a conflict-affected area / working for an international non-governmental organisation

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

#### Essential

- Good understanding of EU policy-making processes
- Good understanding of the peacebuilding sector, including familiarity with / proven interest in the interlinkages between the climate crisis and peace/conflict, conflict sensitivity, and the Women, Peace and Security agenda
- Good understanding of conflict prevention theory and practice
- Strong political understanding and ability to liaise with a range of actors both within & outside EPLO
- 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**

**Contract:** One-year contract with the possibility of renewal following evaluation.

**Location:** Brussels, Belgium (with flexibility to work from the EPLO office and from home on a hybrid basis). 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:** Commensurate with skills and experience (NB: EPLO offers a number of additional employment benefits which increase the net salary, including meal vouchers).

**Application procedure:** Please complete the [application form](#) available on the EPLO website and send it together with a 1-2 page writing sample to [langelini@eplo.org](mailto:langelini@eplo.org) (if possible, please submit a writing sample touching on issues relating to peace/conflict, the climate crisis and the Women, Peace and Security agenda).

**Deadline for submission of applications:** Monday 5 September 2022 at 23:59 CEST (NB: only shortlisted candidates will be notified). Interviews will be conducted during the week of Monday 12 September.