

Programme Assistant

The European Peacebuilding Liaison Office (EPLO) is 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 reliable, well-organised and creative. They should also have some experience in organising events. The initial contract will be under a '*convention d'immersion professionnelle*' for six months starting in June 2023, with the possibility of a (renewable) fixed-term employment contract after this period.

Title: Programme Assistant (PA)

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

Line Manager: Senior Policy Officer (SPO)

(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 external events and meetings
- Provide research and advocacy support to EPLO staff members

3. Working with EPLO MOs and other CSOs

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

4. Communications/liaison work

- Support EPLO staff working on communications, including EPLO's social media accounts and website
- Contribute to EPLO newsletters

B. Person Specification

1. Education

Essential

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

Desirable

- Additional languages

2. Work experience

Essential

- Organising events

Desirable

- Working for a network, platform or membership organisation
- Project management (particularly EU-funded projects)
- Communications

3. Knowledge and skills

Essential

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

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 articulate and communicate complex issues clearly and creatively to various audiences
- 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*'. The initial contract will be for six months starting in June 2023, with the possibility of a (renewable) fixed-term employment contract after this period, following an evaluation.

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, Belgium (with flexibility to work from the EPLO office and from home).

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 CEST on Wednesday 24 May 2023.

(NB: Please note that only shortlisted candidates will be notified)

Interviews: To be conducted during the week of Monday 29 May 2023.