

Policy Officer

The European Peacebuilding Liaison Office (EPLO) is currently seeking a Policy Officer to lead its work on the EU's funding mechanisms for external action relating to peace and conflict prevention, and contribute to the implementation of the Civil Society Dialogue Network (CSDN) project.

The successful candidate will have an excellent understanding of EU policy-making, and demonstrated experience in EU project management and implementation including EU financial regulations and procedures. The initial contract will be for one year with the possibility of renewal, to start as soon as possible.

Duties and Responsibilities

1. Policy and advocacy work

- Lead EPLO's policy work in a number of areas of EU policy related to peace, in particular on EU funding for peacebuilding and the next EU Multiannual Financial Framework (MFF)
- Analyse EU policy and identify policy recommendations, including drafting papers and briefings
- 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

2. Project Management

- Carry out project management tasks as required, including financial reporting, budgeting, and drafting project activity reports and financial reports.
- Track progress on the overall implementation of the CSDN, including project plans, timelines and deliverables
- Track progress on monitoring and evaluation indicators
- Lead on the organisation of policy meetings in Brussels and beyond, especially as part of the CSDN

3. Working with EPLO MOs and other CSOs

- Manage the EPLO working group on funding for peacebuilding
- Communicate to EPLO MOs about EU policy developments related to funding and other activities
- Network and co-operate with other CSOs working on peacebuilding

Person specification

1. Education

Essential

- Degree in a relevant subject (e.g. conflict studies, political science, European studies, international relations, etc.)
- Fluency in English

Desirable

- Postgraduate degree in a relevant subject
- Fluency in French and additional language skills

2. Work experience

Essential

- At least three years working in an international policy environment, with a strong preference for substantial EU policy/advocacy experience
- Experience working on/with the EU's funding mechanisms for external action
- Project management, especially on EU-funded projects
- Drafting policy briefs and reports
- Organising events

Desirable

- Working for a network, platform or membership organisation

3. Knowledge and skills

Essential

- Excellent understanding of EU policy-making processes particularly related to funding
- Strong political and cultural sensitivity
- Excellent English writing skills
- Excellent attention to detail
- Excellent communication and interpersonal skills
- Strong strategic, analytical and problem-solving skills

Desirable

- Good understanding of how to support collective action
- Excellent understanding or willingness to learn about the peacebuilding sector

4. Personal qualities

Essential

- Proactive and able to work both independently and as part of a team
- Efficient, well-organised and able to multitask
- Able to take a problem-solving approach to challenging situations

Terms and Conditions

Contract: One-year full-time contract starting as soon as possible, with the possibility of renewal.
(Unfortunately, EPLO can only consider applicants who are eligible to work in Belgium)

Location: Brussels (with flexibility to work from the EPLO office and from home)

Salary: 3000-3600 Euros gross per month.

EPLO also offers the following employment benefits: holiday pay/pécule de vacances, 13th month/prime de fin d'année, meal vouchers and travel expenses)

Application procedure: Please send your CV and the completed [application form](#) to jobs@eplo.org.

Please indicate in your email when you would be able to start if selected.

Deadline for submission of applications: Friday 18 April at 23.59 CEST. Applications will be reviewed on a rolling basis.

Interviews: To start in the week of Monday 28 April.