EUROPEAN PEACEBUILDING
LIAISON OFFICE

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.

Title: EU Programme Trainee (PT)

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

A. Duties and Responsibilities:

- **Supporting the organisation and logistical coordination of CSDN and other EPLO events**, including venue bookings, liaison with travel agencies, participant support, reimbursement arrangements and on-site support.
- **Providing administrative and organisational support to EPLO staff**, assisting with day-to-day tasks.
- **Supporting Policy Officers' research and analysis** of EU peacebuilding policies and practices through background research and information gathering.
- **Facilitating the participation of EPLO member organisations in CSDN and other EPLO events**, including assisting with participant communication and practical arrangements.
- **Supporting EPLO's communication and visibility efforts**, including contributing to the management and updating of EPLO's social media accounts and website.
- **Participating in policy events and meetings and preparing minutes and summaries** to document key discussions and outcomes.
- **Supporting the implementation of EPLO's monitoring, evaluation and learning activities** by assisting with feedback collection, maintaining monitoring tools, documenting activities and contributing to organisational learning.

B. Person Specification

1. Education

Essential

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

Desirable

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- Additional languages

2. Work experience

Desirable

- Event organisation
- Communications

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

C. Terms and Conditions

Employment will be under the Belgian '*convention d'immersion professionnelle*'. The initial contract will be for 6 months, starting in January 2027.

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.

Allowance: 1200 EUR gross per month

Application procedure: Please send a CV and the application form to jobs@eplo.org (**Subject line: EU Programme Trainee**)

Deadline for submission of applications: 23.59 CET on **Friday 13 November 2026**.
(NB: Please note that only shortlisted candidates will be notified)

Interviews: To be conducted from the week of 23 November 2026.