EUROPEAN PEACEBUILDING
LIAISON OFFICE

Policy Assistant

About EPLO

The European Peacebuilding Liaison Office (EPLO) is seeking a Policy Assistant to support its policy work and its Civil Society Dialogue Network (CSDN) project, under which EPLO facilitates dialogue between civil society and EU policymakers. The assistant will work closely with Policy Officers on research, analysis and written outputs, and contribute to the organisation of dialogue processes and events.

The assistant will be analytical, detail-oriented and well-organised. They should have **one year of relevant professional experience**, preferably in policy analysis or project management. The contract will be for one year, renewable.

Title: Policy Assistant

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

A. Duties and Responsibilities:

- **Supporting policy research and analysis on EU peacebuilding policies and practices** relevant to EPLO's work, including through background research, technical assistance to Policy Officers and support to information sharing and exchanges among member organisations, including through EPLO working groups.
- **Supporting the preparation and delivery of dialogue processes and policy activities**, including stakeholder consultations, preparatory meetings, policy briefings and follow-up activities.
- **Preparing and editing policy and project outputs**, including background papers, meeting reports, policy briefs, blog posts, briefing notes, recommendation summaries and other analytical materials.
- Maintaining relationships and facilitating information-sharing with EPLO member organisations and relevant stakeholders.
- Supporting Policy Officers in their engagement with EU institutions, Member States and civil society partners.
- **Supporting the organisation and logistical coordination of CSDN events,** including venue booking, travel arrangements, facilitation of visa processes, event preparation and on-site support.
- **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.

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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

- Additional languages

2. Work experience

One year of relevant work experience.

Essential

- Policy analysis and research experience related to the European Union and/or peace and conflict.

Desirable

- Event planning experience

3. Knowledge and skills

Essential

- Excellent research and analytical skills
- 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

Contract: One-year full-time contract starting January 2027, with the possibility of renewal.

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

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Location: Brussels

Salary: 2500-3000 EUR 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)

Location: Brussels.

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

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.

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