

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for an Advocacy Programme Officer

Job location: Brussels, Belgium

Start date: As soon as possible

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF or the Forum) is looking for an **Advocacy Programme Officer** with grant management experience and with good understanding of the civil society dynamics and EU democracy support policies in the Eastern Neighborhood.

The Officer will perform a combination of project management, advocacy, and communication tasks and will support EaP CSF advocacy efforts, with a particular focus on Belarus.

Key responsibilities

Under the guidance of the Director and Policy and Advocacy Manager, the Programme Officer will:

- Support EaP CSF advocacy activities, with a particular focus on Belarus;
- Liaise with the EaP CSF membership and experts to gather input and policy recommendations on various topics pertinent to EaP CSF overall advocacy priorities;
- Organise conferences, panel debates and roundtables to advance EaP CSF policy recommendations and to raise awareness among stakeholders about the enabling environment for civil society and issues connected with human rights, political prisoners and freedom of speech and association;
- Draft various documents, including statements, reports, policy briefs, articles and contribute to speeches;
- Ensure timely implementation, monitoring and reporting on project progress and results;
- Assist in developing contingency plans and adjusting programming to respond to new and emerging operational challenges in the projects;
- Coordinate with the EaP CSF Finance Manager and ensure sound financial management and reporting;

Required Skills and Experience

- MA or PhD degree in Political Science, International Relations, EU studies, or related field;
- Proven research experience in the Eastern Neighborhood and interest in EU democracy support policies; prior experience working on Belarus, human rights and gender will be considered an asset;
- At least 3 years experience in EU project and grant management;
- Knowledge of the European Commission management rules associated with the Horizon Europe and NDICI framework programmes;

- Excellent writing skills and proven experience in developing reports and policy recommendations, based on project results;
- Excellent oral and written communication skills in English (the communication language within the consortium) and good oral and written communication skills in Russian;
- Good knowledge and command of project management tools (spreadsheets, planning tools, collaborative tools);
- Solid ICT skills;
- Flexibility to travel occasionally for project meetings in the EU and occasionally outside the EU, in the Eastern Partnership countries;

What we offer

- An interesting and varied role in a thriving civil society organisation;
- Being part of a small, friendly, dynamic and international team in the heart of the Brussels EU district;
- CDD 1 year fixed-term employment contract (prolongation possible, subject to funding availability);
- Attractive remuneration and competitive fringe benefits (meal vouchers, 20 legal holidays + extra holidays between Christmas and New Year and during summer, representation and teleworking allowance, reimbursement of public transport costs, other bonuses, professional training);

Application procedure

If you are interested in the role, please send your CV and motivation letter (in English) to applications@eap-csf.eu with the reference: “**Programme Officer - Advocacy**”. The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible.

All applicants whether EU or non-EU citizens, are considered equally. Please, note that all candidates need to have the right to work in Belgium before applying.

For further questions, please contact Tania Marocchi, Policy and Advocacy Manager (tania.marocchi@eap-csf.eu).

About the EaP CSF

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels.

More details about EaP CSF: <https://eap-csf.eu/>