

## Advocacy and EaP Index Traineeship with the Eastern Partnership Civil Society Forum Secretariat

The Eastern Partnership Civil Society Forum (EaP CSF) is the largest platform of civil society organisations from the Eastern Partnership (EaP) countries – Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. We aim at promoting European integration, facilitating reforms and democratic transformations in the six EaP countries. EaP CSF is a non-profit, non-government, non-partisan civil society organisation with its headquarters in Brussels.

The trainee would work in the team of the EaP CSF Secretariat for **8 months** to support the work of the office, **starting Monday, 18 September 2023 or earlier**.

The Secretariat of EaP CSF serves as an information, coordination and expertise hub for the delegates and members of the Forum, and stakeholders in Brussels and Eastern Partnership countries. It works to support the activities of the Steering Committee and enhance the advocacy and visibility of the Forum.

### **Description of the role**

The selected trainee will provide support to the EaP CSF Secretariat team on **policy and advocacy, regranting and project management** mostly in relation to the flagship project of the Forum, the [EaP Index](#) (2023 edition).

This **Advocacy and EaP Index traineeship** is perfect for young graduates who have some prior knowledge of the EaP policy and data analysis for policy-making and want to understand better the works of the EU in its Eastern Neighbourhood. This traineeship will also allow the selected candidate to deepen their understanding of the work done by civil society organisations in Brussels and in the EaP region.

### **Profile of the candidate**

The trainee:

- Ideally, has a good understanding of the workings of the EU, bilateral and multi-lateral tracks of the Eastern Partnership, and civil society involvement in the Eastern Partnership;
- Is a recent graduate in European Studies, International Relations, Political Science, or other related field;
- Has an advanced command of English with proven drafting ability; knowledge of any other language from the EaP region, notably Russian, is an advantage;
- Has a good level of proficiency in Excel, Word and Power Point and is keen to explore other digital tools and software;
- Preferably has experience using national and international statistical databases (OECD, UN, EUROSTAT);
- Is flexible to perform a wide variety of tasks in a small team;
- Has the capacity to work independently;
- Is able to meet deadlines while maintaining attention to details.

### **Main responsibilities**

- Support the work around the publication of the EaP Index 2023 and related advocacy events;
- Support the project planning and production of the next edition of the EaP Index edition;
- Provide organisational support to the EaP CSF Annual Assembly (Brussels);
- Draft statements, policy papers and briefing documents, advocacy letters to support EaP CSF's advocacy priorities;
- Conduct desk research on different aspects of EaP countries policies;
- Data analysis for policy-making [including data gathering, data cleaning, data interpretation and analysis];
- Liaise with members, delegates of the Forum and EaP Index experts;
- Assist with contracting procedures;
- Conduct media monitoring together with the other trainees;
- Take notes and minutes during internal and external EaP-related events;
- Engage in various other tasks across the organisation and supporting the team as required.

### **What we offer:**

- Insight in the works of a civil society platform/network organisation;
- Skills enhancement and career mentorship;
- Working experience in Brussels in a young and dynamic team;
- Access to European and EaP networks;
- Possibility to attend trainings, conferences, networking events (upon availability);
- Possibility to work independently and acquire new skills;
- Remuneration in line with the standards of a Belgian traineeship contract (CIP - Professional Immersion Convention), plus other benefits including lunch vouchers, public transport allowance, and home-working allowance.

### **Selection Process**

Interested candidates should submit:

- CV in English (max. 2 pages)
- Motivation letter in English (max. 1 page)

Candidates are also encouraged to submit one recent writing sample (i.e. policy paper, or report including samples of data analysis and data visualisation examples).

The application should be sent to [applications@eap-csf.eu](mailto:applications@eap-csf.eu) with the reference: **“EaP CSF Advocacy and EaP Index Traineeship” by Friday, 20 August 2023, EOB.**

Only candidates selected for interview will be contacted. The interviews will be conducted in Brussels or online (tentatively between 30 August and 1 September).



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**The traineeship is based in Brussels and the candidates must be eligible to work in Belgium.**