

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a full-time

Policy and Advocacy Manager

Position Title: Policy and Advocacy Manager

Organization: Eastern Partnership Civil Society Forum (EaP CSF)

Location: Brussels, Belgium

Duration: CDI

Starting date: January 2024 / as soon as possible

Deadline for submissions: reviewed on a rolling basis – 28 January 2024 as final deadline.

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a Policy and Advocacy Manager to join its growing team.

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF or the Forum) is looking for a **Policy and Advocacy Manager** with exceptional understanding of the Eastern Partnership policy and countries and strong advocacy experience in Brussels to join its growing team in the organisation's office in Brussels.

The Policy and Advocacy Manager will be responsible for leading the organisation's advocacy and working with EaP CSF members and Steering Committee to advance the priorities of EaP countries' civil society. S/he will work in close connection with relevant EU stakeholders, advocating for EaP CSF's goals, values and mission. The candidate will join the organisation's 4-persons advocacy team and work together with colleagues to strengthen the overall organisation's advocacy and effectiveness.

Key responsibilities:

Under the guidance of the Secretariat's Director and in cooperation with colleagues in the advocacy team, the Policy and Advocacy Manager will:

- Develop and implement a three year advocacy strategy and yearly advocacy plans;
- Work closely with the EaP CSF National Platforms, National Facilitators and Working Group coordinators to formulate advocacy priorities;
- Draft statements, speeches, policy papers and briefing documents, advocacy letters and presentations to support EaP CSF's advocacy priorities;
- Support the advocacy around the production of the EaP CSF EaP Index, in cooperation with the Advocacy and EaP Index Manager;
- Lead the conceptualisation of events, including EaP CSF Annual Assembly, Youth Conference and Working Group meetings, drafting concept notes, invitations, surveys, thank you notes and follow-up messages;
- Support the activities of one of the Forum's Working Groups including the participation of members in the EaP official architecture, annual Working Group meeting and Working Group meeting during the Annual Assembly and supporting the group's external advocacy; Maintain and update the advocacy database of contacts;

- Work closely with the organisation's Communications Manager to advance advocacy priorities and press visibility;
- Maintain strong relationships with EU representatives, relevant stakeholders and CSF members;
- Represent the Secretariat/Forum at conferences, seminars, official meetings and other relevant networks and fora;
- Reporting to donor organisations;
- Fundraising;
- Other duties as assigned.

Requirements:

- Master's degree or PhD in a related field (e.g., International Relations, Public Administration, etc.);
- Minimum five years of relevant working experience in an international setting in communications (consultancy, NGO, or an international organisation) with at least two years of working experience in Brussels;
- Excellent communication and interpersonal skills, adept at engaging with diverse stakeholders.
- Excellent knowledge of and interest in the Eastern Partnership countries and the EU policies vis-à-vis EaP countries;
- Proficiency in Microsoft Office Suite;
- Language skills: Excellent written and spoken English; Preferably, but not compulsory, some knowledge of Russian;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Ability to work under minimal supervision with high level of resilience;
- Good team player with strong inter-personal skills;
- Strong attention to detail;
- Independent, problem solver, team player;
- Multi-tasker with strong organisational skills;
- Flexibility to perform a wide variety of tasks in a small office;
- Ability to travel occasionally to the EaP partner countries and within Europe.

What we offer:

- Be part of the Eastern Partnership Civil Society Forum, an official stakeholder of the Eastern Partnership
- Play a key role in influencing the policies of the EU vis-a-vis the Eastern Partnership countries and support the participants of the Forum in implementing projects aimed at facilitating the democratic and economic reforms;
- Be part of a friendly, dynamic and international team in the heart of the Brussels EU district
- CDI under Belgian law
- 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: “**Policy and Advocacy Manager**”. 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. The final deadline for submission is to be intended as 14 January 2024.

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, Director of the EaP CSF Secretariat at 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/>