

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

Job location: Brussels, Belgium

Start date: March/ April 2023 (TBC)

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF or the Forum) is looking for a **Programme Officer** with experience in managing European Commission funded projects (including Horizon Europe projects (Research and Innovation Actions) and with a good understanding of the civil society dynamics and EU democracy support policies in the Eastern Neighborhood.

The Officer will oversee the EaP CSF participation and contribution to the SHAPEDEM Consortium and perform a combination of project management, advocacy, and communications tasks.

Key responsibilities

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

- Be responsible for the EaP CSF participation and contribution to the SHAPEDEM Consortium;
- Represent the EaP CSF in consortium online and offline meetings and act as a main point of contact for project matters;
- Ensure timely implementation, monitoring and reporting on project progress and results;
- Facilitate advocacy-related activities and efforts to promote policy recommendations stemming from SHAPEDEM and other Forum projects;
- Lead project communication, dissemination and exploitation activities in collaboration with the EaP CSF Communications Manager;
- Liaise with the EaP CSF membership and experts to gather input and policy recommendations on various topics pertinent to the project and EaP CSF overall advocacy priorities;
- Organise project meetings, focus groups, workshops and support the organisation of public events to promote project results;
- Draft various background documents, including reports, policy briefs, articles based on project results;
- 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;
- 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 fixed-term employment contract, until September 2024 (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)

Applications and interviews

If you are interested in the role, please send your CV and motivation letter (in English) to applications@eap-csf.eu by **15 January 2023**, with the reference: “**Programme Officer - SHAPEDEM**”. 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.

Recruitment timeline:



Deadline for applications: 15 January 2023

Selection of applicants and invitation for interviews: by 20 January 2023

Interviews: 23 January -1 February 2023

Results: by 3 February 2023

Contracting: by 15 February 2023

Expected starting date: March/ April 2023

About the project

SHAPEDEM-EU represents a multi-national and multifaceted research consortium of academic, think tank, and civil society institutions based in the EU and the Southern and Eastern Neighbourhoods.

The project sets out to rethink, reshape, and review the EU's democracy support policies in its Eastern & Southern Neighbourhoods.

The consortium will apply mixed-methods to collect, assess, and generate policies related to democracy support in the six case countries of Lebanon, Palestine, Tunisia, Ukraine, Georgia, and Armenia. The results will lead to improved EU practices in the region and will contribute to the creation of sustainable tools for an EU policy toolkit that supports democracy in its Southern & Eastern Neighbourhoods.

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/>