CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job description

3 months secondment

50% position of Advocacy and Policy coordinator/officer

Title: Advocacy and Policy coordinator/officer (depending on experience)

Department: Advocacy and Policy Department

Contract: Short-term secondment opportunity; contract: 3 months starting asap., part-time position (50%); working from home organization (preferably CONCORD member) possible!

Position description:

CONCORD is a member-led confederation with a secretariat of 12 people. The coordinator/officer is part of a small and agile policy and advocacy team (total 5 colleagues) and will be asked to support the team best fulfil their work, in particular in relation to financing for sustainable development area of the CONCORD’s multi-annual strategy. The main responsibilities and tasks of this coordinator/officer are to enable the work around some specific change objectives in hub 2 ‘Financing for Sustainable Development’, including CONCORD’s change objective on Aid: Quantity and Quality of ODA, change objective on Financing for Development and Development Effectiveness and general policy and advocacy work. CONCORD is committed to gender equality. Therefore this position holder will also contribute to the gender equality change objectives and overall strategy.

Key responsibilities will be: (based on 50% position)

- Job Responsibility 1: Enabling the CONCORD’s work on Aid: Quantity and Quality of ODA (1 day)

Enabling the work and implementation of the work plan around the change objective for 2016-2018: Quantity and Quality of ODA: By 2018, ODA is genuine and innovative, and remains at the core of political debates and is used to hold the EU and Member States accountable. More specifically, the focus for 2016 will be on defending ODA definition and targets, in order for the EU and Member States to respect the definition of ODA (to focus on poverty reduction) and recommit to the ODA targets (with timetables). This work is to be done through (1) EU report on genuine aid (aka AidWatch report) (refugee, DAC, TOSSD) and climate finance flows; (2) role of ODA defended in the new EU global strategy; and (3) role of ODA defended in the new EU Development Consensus.

- Development of more advanced aid messaging around commitments on quantity and linked to diversification of Aid
- Facilitate preparation of Terms of Reference of AidWatch report 2016
- Facilitate positions and advocacy on ODA transparency
- Preparation of recommendations to the annual FFD follow up (linked to our work on Agenda 2030) – both on the structure of the annual follow-up and the issues at stake
- Preparation of a joint advocacy strategy, including MS level coordination and media work

- Job Responsibility 2: Financing for Development and Development Effectiveness (0.5 day + 0.5 day)

  Coordinate the work and implementation of the work plan around the change objective for 2016-2018: People's ownership in the global south on use of finances: By 2018, the EU and the Member States increasingly respect entitlement of citizens of the global South to define their country's sustainable development plans and the resources to finance them. More specifically, the focus for 2016 will be on Development Effectiveness for the EU to hold strong and ambitious positions on democratic ownership at meetings relating to development effectiveness.

  - Link up CONCORD members who want to support the messaging for the CPDE participation in the HLM 2 GPEDC in Nairobi late 2016;
  - Being the liaison person in the secretariat for CONCORD’s CPDE representatives and to share with CONCORD members relevant info on CPDE

- Job responsibility 3: Support the head of policy and advocacy in strategic and generic policy and advocacy issues and support cross-departmental work (0.5 day)

  This includes activities such as:

  - Work together with Head of Policy and Advocacy on selected strategic policy and advocacy work;
  - Support Head of Policy and Advocacy in the advocacy work regarding the General Affairs Council in June
  - Monitor the EU institutions on priority issues relevant to the above mentioned change objectives; maintain a useful network of contacts in institutions and amongst CSOs and facilitate partnership building;
  - Update the EU advocacy calendar and establish target distribution lists based on an already rich database
  - Actively contribute to CONCORD staff and policy meetings (occasionally steer them);
  - Liaise with the other departments in the secretariat;
  - Support the organisation of CONCORD’S General Assembly;
  - Input into key CONCORD communication tools such as Concordnet and the advocacy newsletter
  - Contribute to dissemination strategies, development of speeches
  - Contribute to the work on the European Development Consensus

**Person Specification**

- A graduate preferably in Social Sciences, Development studies, Foreign policies or in International relations;
- At least 3 years of working experience, ideally with some experience gained in an international environment, in a member-led organization, liaison office or coalition; voluntary work also welcome; coordinator experience is an asset
- Fluent in English
- Demonstrable knowledge of the functioning of the EU institutions;
Conditions of Employment:

- Working remotely from home organization is possible (CONCORD member)
- 3 months, short-term contract (50%)
- Gross salary, depending on experience, starting from €1473.85 at Officer level or €1590.85 at Coordinator level;

To Apply:

*Please send the cover letter and CV in English only, by e-mail: sabine.terlecki@concordeurope.org with kate.carpenter@concordeurope.org* by Monday, 25th April, at 12.00h noon CET

*Please include the position (CONCORD – Policy and Advocacy coordinator/officer_Aid/Dev.Effectivess) plus your name in the title of the email. Only shortlisted candidates will be contacted.*

Application and Selection process:

Closing Date: Monday, 25th April, 12h noon CET

Exercise: Shared with candidates on Tuesday, 26 April (48h time)

Interviews date: Tuesday, 26 April, between 14.00-17.00

Aimed start date: Asap.