

CONCORD

Department/Division: Policy and Advocacy

CONCORD is the European NGO confederation for Relief and Development. Its 27 national associations, 18 international networks and 2 associate members represent 1,800 NGOs which are supported by millions of citizens across Europe. CONCORD leads reflection and political actions and regularly engages in dialogue with the European institutions and other civil society organisations. At global level, CONCORD is actively involved in the CSO Partnership on Development Effectiveness, Beyond 2015 campaign and the International Forum of NGO platforms. www.concordeurope.org.

Position title: Student Internship in Policy and Advocacy

Position purpose: The intern will be part of the Policy and Advocacy (PA) Team and reports to the two PA Coordinators responsible for CSO enabling environment and Policy Coherence for Development (PCD).

The role involves supporting the work related to CSO enabling environment and PCD.

Duties and responsibilities: Main tasks in the field of PCD:

- Coordinate the preparation of the CONCORD Forum on Food Trade Agriculture and Environment (Dec)
- Assist with developing PCD training material and organizing PCD training
- Support the process of preparing the 2015 Spotlight report on PCD
- Assist in organizing meetings of the PCD and Food Security working groups, as well as the 2015 PCD Annual Seminar

Main tasks in the field of CSO enabling environment:

- Assist with coordinating the report on EU Delegations' engagement with civil society
- Assist with the work of the working group on Funding Development and Relief: support to organizing meetings and training, to delivering policy and advocacy work
- Assist with developing a training curriculum on mainstreaming the human rights based approach to development within CONCORD work

Participation in relevant meetings or conferences, including meetings with institutional actors

Qualifications

Field/s of study:

- Earth science
- Political science and civics
- Social and behavioural science (broad programmes)

Level of study: not relevant

Professional competencies: Team player

Capacity to synthesize and analyze information

High standard of computer literacy, especially internet search, Word, Power Point and Excel

Fluent in English; French is an asset

Approach to work

Accuracy and precision; good eye for details

Openness and creativity: capacity to propose and integrate new ideas and approaches

Problem solving attitude and capacity to resolve potential conflicts

Key competencies/Language skills:

- English - Proficiency (Required)

Key competencies/Computer skills:

- Word processing - Proficient user

Key competencies/Other:

- Planning & Organizing
- Initiative
- Teamwork

How to apply

Please send cv, cover letter by 30.9.2014 at the latest.

Facts

Economic sector: Activities of membership organizations

Size: staff 1 to 20

Working language/s: English

Type of work placement: Internship

City/Country: Brussels Belgium

Earliest start date: 1.10.2014

Latest start date: 22.10.2014

Duration: 6 months

Application

Required application documents: cv, cover letter

Application deadline: 30.9.2014

Remuneration:

Financial contribution: 100 EUR/month

Contribution in kind:

- travel allowance