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## JOB VACANCY

TRIALOG is an EU co-funded project focusing on development NGOs (NGDOs) in the EU's New Member States (NMS) and Accession Countries (AC)/Candidate Countries (CC). Its objectives include raising awareness of development issues in the above-mentioned countries and supporting local NGDOs to build strong platforms and engage in development policy issues both at national and EU level.

TRIALOG is currently looking for an **INFORMATION OFFICER** based in Vienna. The position is for 20 hours per week from mid May to August 2010 and 30 hours per week from September 2010 onwards. The working contract will be for one year with an option for extension (maternity leave replacement).

**Start:** 17th May 2010

### Tasks and responsibilities

- Production of the annual printed bulletin
- Production of the monthly electronic newsletter TRIALOG Information Service (TIS)
- Production of different printed material
- Update of the TRIALOG website and database
- Information distribution to national platforms and other partners in NMS and AC/CC; production of information and articles on the work of TRIALOG and its partners; media relations
- Coordination with CONCORD and DEEEP Information Officers and other relevant European actors
- Support for networking of NGDOs from NMS/AC/CC
- Documentation of TRIALOG events (including taking minutes, photos, videos)
- Answering general requests

### Requirements

- University Degree or equivalent
- Familiarity with the EU enlargement process and with the situation in the NMS and ACs in the field of development education/cooperation/policy;
- Oral and written fluency in English and German. Knowledge of a new EU member state language would be an advantage;

- Strong organisational, editorial and communication skills;
- Sense of initiative and responsibility and ability to work autonomously;
- Very good level of computer literacy; experience editing websites would be an asset;
- Commitment to work both as a member of a team and individually.

### **Eligibility**

Applicants must have the right to live and work in a member state of the European Union.

**Closing date:** 21<sup>st</sup> March 2010  
**Interview dates:** 7<sup>th</sup> – 9<sup>th</sup> April 2010  
**Starting date:** 17<sup>th</sup> May 2010

Interviews will take place in Vienna. TRIALOG is unable to reimburse travel costs for attending the interview. **We strongly encourage applicants from the 12 new EU member states.**

**Please apply** by e-mail, putting “Information Officer” in the subject field. Your application should be addressed to:

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