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## Junior Policy Officer

TRIALOG is an EU co-funded project focusing on development NGOs (NGDOs) in the new member states of the EU (EU12) and Accession Countries (AC). Its objectives include raising awareness of development issues in the countries mentioned and helping local NGOs to strengthen platforms and actively engage in development policy issues both on the national and EU level.

TRIALOG is currently looking for a full time **Junior Policy Officer** based in Brussels (the main TRIALOG office is in Vienna), starting on **9 January 2011**.

### Tasks and Responsibilities:

- Supporting the policy officer with tasks related to coordinating the CONCORD working group on Enlargement, Pre-Accession and Neighbourhood: including following up the work of the three subgroups, providing research support, and providing logistical support for the organisation of the working group meeting in Brussels in April 2011.
- Supporting the policy officer with tasks related to NMS involvement in other CONCORD working groups and processes.
- Supporting the policy officer with the preparation of an advocacy and lobby guide through research and drafting certain sections.
- Other office support tasks as and when necessary, including researching the current situation of CSOs in countries of interest, attending and reporting back from relevant meetings and administrative tasks.

### Requirements:

- Recent graduate in subject related to International Development, European Affairs or similar.
- Familiarity with development cooperation, aid policy, the neighbourhood and pre-accession regions and Brussels-based advocacy work.
- Interest in the new member states of the EU.
- Strong work ethic and willingness to play an active role in a small international team.
- Excellent communication skills and fluency in English. French and other European languages are an asset.

**Eligibility:** Applicants must have the right to live and work in Belgium. EU12 applicants are strongly encouraged to apply.

**Salary:** The gross salary is 722 Euro per month according to the *Belgian Convention d'immersion professionnelle contract*. The period of engagement will last for a total of six months, including a trial period of one month.

Please send your CV and covering letter to Rebecca Steel-Jasińska, TRIALOG Policy Officer, [trialog@concordeurope.org](mailto:trialog@concordeurope.org) by **1 December 2011**. Please use 'TRIALOG JPO' as your title. Interviews will take place in December.