

Policy and Advocacy Officer, BRUSSELS

European Friends of Armenia (EuFoA, www.eufoa.org) is a Brussels-based NGO which seeks to build bridges between Europe and Armenia. We are now seeking to grow our team with a **Policy and Advocacy Officer** to support our policy and advocacy efforts towards the European Union and the Council of Europe.

The position includes a wide range of tasks, including but not limited to:

- Conduct background research and closely monitor the political developments between the European Union and Armenia
- Draft and update policy reports on EU-Armenia relations
- Assist in developing advocacy strategies towards the European institutions;
- Develop and maintain a mapping of MEPs and other strategic stakeholders;
- Coordinate activities in regard to advocacy at the PACE, and further participate in developing follow-up activities;
- Assist in developing advocacy strategies towards the CoE
- Develop and maintain a mapping of MPs and other strategic stakeholders within the CoE system;
- Provide technical and logistical support for political events and awareness campaigns
- Develop and consolidate contacts with national and European authorities, other civil society associations, think tanks and the academic world.

You will be required to have the following skills and qualities:

- Relevant academic background (preferably a degree in international law, international relations, political sciences);
- At least 3 years of proven experience working with the EU and CoE mechanisms, tools and policies, and the work of NGOs towards the institutions. 5 years or more of professional experience will be considered an advantage;
- Proven experience to multitask, work under limited supervision and take initiative under tight deadlines;
- Excellent command of oral and written English (knowledge of Russian/French is an asset), and strong writing skills;
- Capacity to see the big picture, have a keen attention to detail, and be hands-on, like to work in a team and good in internal communications, and strong interpersonal skills.
- Applicants from countries requiring work permits (Armenia, Russia, etc) have equal opportunities if they already hold a valid work permit for Belgium

We are offering:

- A very good working environment in a small, young, efficient and international team
- Full time position and fair terms under Belgian law
- Competitive salary
- Long term perspective

Please send your application consisting of a CV (2 pages maximum) and a motivation letter in English to email address info@eufoa.org. Please include the name of the position in the subject of your email.

Application deadline: May 31, 2019

Job start date: ASAP