

Programmes Assistant (Traineeship)

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is an independent European non-profit organisation supporting democracy outside the European Union. As a network of European civil and political society organisations working on democracy support, EPD advocates for a stronger presence of democracy support on the European Union's agenda and facilitates the exchange of knowledge and best practices around the world.

EPD is currently looking for a **Programmes Assistant** to join our team in **October 2023**, for a traineeship with an initial period of 6 months. The position will focus on project management and development, but the trainee will have the opportunity to get involved in the whole range of activities undertaken by the EPD Secretariat. This traineeship takes place within the framework of a *Convention d'Immersion Professionnelle*.¹

Duties and responsibilities

- Providing assistance on project management (monitoring and evaluation, narrative and financial reporting, implementation of activities, etc.);
- Support monitoring and evaluation tasks (identification and verification of outcomes, drafting summary reports, updating logical frameworks);
- Liaising with project partners in target countries and other stakeholders;
- Assisting with background research (such as analyses of democracy support);
- Supporting conceptual work, e.g. on developing programmatic approaches;
- Providing assistance in fundraising activities, including in writing project proposals, when requested;
- Attending and writing reports/minutes of relevant EU events in Brussels;
- Assisting in the daily functioning of the organisation, including administrative and logistical tasks;
- Providing other kinds of assistance as requested.

Accountabilities and key relationships

The Programmes Assistant reports to the Head of Programmes. The Programmes Assistant will also have regular working relationships with the other EPD staff in Brussels, including Programme Managers and Officers, Finance & Administration Managers, and the Executive Director.

Requirements

- Recent graduate or young professional with strong interest and sound knowledge of EU

¹ More information on the conditions of this traineeship can be found [here](#).

policies and/or programming, ideally in the field of democracy support;

- Excellent written and spoken English;
- French, Russian, Arabic or Portuguese language skills are considered an asset;
- Previous experience in the non-profit sector is considered an asset;
- Knowledge of democracy literature is considered an asset.

Conditions and benefits

- 6 months traineeship (with a possibility of an extension to 12 months) on a *Convention d'Immersion Professionnelle*. EPD will compensate the trainee by paying a monthly allowance of EUR 978;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the trainee is EUR 1,09) will be granted for each day worked;
- A monthly public transport card will be reimbursed 100%;
- In the context of its structural teleworking policy, EPD compensates remote working via a monthly teleworking allowance of EUR 129,48 + EUR 20,00 for the professional use of a private internet connection;
- Trainees are fully involved in all aspects of our work and given considerable responsibility and independence; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels;
- Possibility to attend workshops, lectures, training sessions and other (online) events within and outside of EPD;
- Valuable experience for future career opportunities in project managements jobs within non-profit organisations;
- **Candidates must be entitled to work in Belgium/EU;**
- The trainee has to be based in Brussels.

Application procedure

Interested candidates should send an updated CV and the completed [application form](#) to leonhemkemeyer@epd.eu by **Wednesday, 20 September 2023, (23:59 CET)**. Please include the following in your email subject line: "LAST NAME, FIRST NAME – Application EPD".

Interviews - and a short, written test - will take place in late September and/or early October 2023 with a prospective start date in October 2023.