

## **Policy Officer**

### **Terms of Reference**

#### **About EPD**

The European Partnership for Democracy (EPD) is a Brussels-based non-profit organisation supporting democracy worldwide. It is a unique platform comprising 20 European civil society and democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. More information about EPD is available at [www.epd.eu](http://www.epd.eu).

#### **Background**

We are looking for a Policy Officer to join our Policy team in April 2024 for an initial period of one year. The Policy Officer will primarily work on digital policy issues within the EU, including the European Media Freedom Act (EMFA) and the Digital Services Act (DSA). The Policy Officer will also be closely involved in a project to combat disinformation in the Western Balkans.

#### **Accountabilities and key relationships**

The Policy Officer will be based in Brussels and will report to the EPD Policy Coordinator. The Policy Officer will also have regular working relationships with other EPD staff, including the EPD Head of Programmes, the Digital Policy Manager and the Project Director Western Balkans.

#### **Duties and responsibilities**

##### **Advocacy**

- Engage in targeted advocacy towards the European Parliament, the Commission and EU Member States on digital policy issues, including the implementation of the European Media Freedom Act and the impact of the Digital Services Act on disinformation;
- Contribute to EPD's advocacy strategy on digital policy issues, through policy research, civil society coordination and coalition-building;

- Represent EPD in meetings with civil society partners, and representatives of the European Commission, European Parliament, EU Member States and other key stakeholders.

### **Policy expertise and project management**

- Supporting a multi-country project on combatting disinformation in the Western Balkans, by providing policy expertise and conducting background research;
- Contributing to the organisation of workshops on policy advocacy with civil society organisations in Brussels and in Western Balkan countries;
- Supporting the organisation of events, workshops and webinars that fall within the thematic responsibility of the officer, particularly the content and, where needed, the logistics of these events;
- Fulfilling reporting requirements to donors for relevant projects where necessary.

### **Coordination & fundraising**

- Proactively expanding EPD's network of civil society, institutional and academic partners in EU Member States and Brussels;
- Supporting in the coordination and writing of project proposals related to media freedom, digital tech and democracy.

### **Requirements**

- At least 3 years of experience in advocacy on digital policies and/or EU democracy support;
- Strong interest and sound knowledge of EU digital policies, ideally in the fields of media pluralism, disinformation, transparency and or/participation;
- Excellent written and spoken English;
- Proficiency in Serbian, Croatian, Bosnian, or Montenegrin is considered an asset;
- Previous experience in EU project management is considered an asset;
- Previous experience in working with the EU institutions is considered an asset;
- Previous experience in the non-profit sector is also considered an asset.

### **Conditions and benefits**

- A starting salary between 2000 EUR and 3500 EUR with the precise figure dependant on experience;
- An initial one year contract;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the employee of EUR 1,09) will be granted for each day actually worked;
- A monthly public transportation card in Brussels will be reimbursed (EUR 49,00);
- In compliance with EPD's Teleworking Policy, staff will be granted a monthly teleworking allowance of EUR 129,48 and an additional monthly contribution of EUR 20,00 for the professional use of their private internet connection;

- A hospitalisation group insurance;
- All staff 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;
- The candidate must have permission to work in the EU, and should be based in Brussels or move to Brussels in March 2024.

### Application procedure

Interested applicants should send a CV and the application form, which can be downloaded from the [vacancy's page](#), together in one document to [jobs2@epd.eu](mailto:jobs2@epd.eu) by **4 March 2024 (23:59 CET)**.

Please return your application in one PDF document with the following name: "LAST NAME - FIRST NAME - PolicyOfficer- Application".