

## Job Vacancy Announcement

### Programmes Coordinator

#### **About the European Partnership for Democracy**

The European Partnership for Democracy (EPD) is a non-profit organisation supporting democracy worldwide. It comprises ten European civil and political society organisations from nine EU Member States present in Africa, Asia, Eastern Europe, the Middle East and Latin America.

Located at the heart of the EU district in Brussels, EPD has established itself as a key player on EU democracy support, both vis-à-vis the EU Institutions and the member states, as well as the wider democracy support community (experts, CSOs, donors). Through innovative and collaborative methodologies based on the development of effective partnerships, EPD facilitates the exchange of knowledge and good practices around the world while advocating for a stronger presence of democracy support on the European Union's agenda.

For more information, please consult our website <http://www.epd.eu>.

#### **About the Programmes and Projects of the European Partnership for Democracy**

EPD works with civil society organisations, grassroots activists, political parties, parliaments, political leaders and media in countries such as Tunisia, Ghana, Egypt, Georgia, Zimbabwe, Moldova, Myanmar, and Ukraine in their pursuit for a more democratic society. The projects vary in size, content and aim. Our methods vary from multi-stakeholder dialogue, to peer-to-peer exchange, to training, to building bridges between political society and civil society. EPD has diverse sources of funding, including from the European Commission, EU Member States, the National Endowment for Democracy, European NGOs and various private funders.

#### **Programmes Coordinator: Role Description**

##### **A. Main Purpose**

Primary responsibility for the operational management of EPD projects rests with programme managers within EPD's partner organisations in target countries. The Programmes Coordinator is responsible for coordination and management of the projects from Brussels. This involves responsibility for project activities managed directly by EPD as well as field visits and maintaining administrative systems and

processes.

## **B. Accountabilities and Key Relationships**

The Programmes Coordinator reports to the Executive Director (Brussels), and works in close cooperation with the Administration and Finance Manager (Brussels) on a day to day basis. The Programmes Coordinator will also supervise one Programmes Intern (Brussels) and has key working relationships with the Programmes Advisor (based in Madrid) and the project managers within EPD's partner organisations.

## **C. Duties and responsibilities**

### Project relationships and partnerships

- Being the first point of contact on administrative and substantive matters with funders and EPD's local partner organisations; resolving issues raised within the limits of authority of the role and referring as necessary to the Executive Director;
- Conducting regular visits to the countries, where EPD's projects are implemented (at present, primarily Myanmar and Tunisia); contributing to project goals and reporting to the Executive Director;
- Responsibility for capitalising on project results and their dissemination in Brussels and to the wider democracy assistance community;
- Ensuring that EPD's local partner organisations and the project managers are provided with instructions to enable them to fulfil their operational and reporting responsibilities in accordance with contract procedures;
- In co-operation with the Finance and Administration Manager, maintaining up-to-date operational guidelines, procedures and tools.

### Programme administration

- Drafting and/or reviewing financial and narrative reports in compliance with EPD's and funders' requirements, and drawing to the attention of the Executive Director any issues arising from those reports;
- In co-operation with the Finance and Administration Manager, verifying project expenditure and supporting documents, dealing with issues arising and following-up on communication with EPD's local partner organisations and project managers.

### Programme development

- Coordinating and drafting programme and project funding bids, or elements of them, in conjunction with the Programmes Advisor and the Executive Director, board members and EPD member organisations;
- Coordination and facilitation of the EPD Programme Committee (10 member organisations) at least 3 times per year.

### Communication and Advocacy

- Initiating and following through institutional contacts with potential donors, civil society representatives and partner organisations;
- Representing EPD at meetings with funders, partners and policy makers in Brussels, as required by the Executive Director;
- In cooperation with the rest of the team, organising and taking part in advocacy activities, conferences, working meetings and other events organised by EPD;
- Providing input for the EPD website;
- Managing the EPD newsletter and publications page.

### Records

- Maintaining appropriate records on EPD's activities and projects, in electronic and paper format.

### Culture of flexibility and improvement

- Contributing to an environment of learning in EPD and the constant improvement of EPD's programme management procedures;
- Participating as a member of EPD's core team in the wider development of the organisation, sharing common tasks as required from time to time.

### **Required skills, experience and aptitudes**

#### Essential

- A minimum of three years experience in full project cycle management of international donor funded programmes, including budget design and financial control;
- Skilled in bid development and management with proven experience with EU funding mechanisms, in particular EIDHR, CSOLA, IcSP and ENI;
- Computer literate, especially in Excel, Word and accounting software;
- Excellent narrative and quantitative reporting skills;
- Fluency in English as the primary working language;
- High order personal skills including: independent, self-starter, accurate, reliable, ability to work from time to time under stress, and a strong team player.

#### Preferred

- Basic knowledge of democracy assistance literature and practice coupled with an ability to follow political processes;
- Basic knowledge of web content management systems, in particular Wordpress;
- Working knowledge of French;
- Knowledge of Russian or Arabic is an additional asset.

### **Main conditions of engagement**

- 6 month fixed-term contract under Belgian law, with the possibility of extending the contract depending on performance and funding;
- Equivalent yearly salary of 36 888 EUR (13.9 months) plus benefits;
- Based at the EPD Brussels Headquarters;
- 10 days leave over the six months of the contract, in addition to public holidays;
- Starting date: As soon as possible.

### **Application**

Applications will be assessed against the required skills, experience and aptitudes set out above. Qualified candidates are invited to submit their CV, cover letter and names/contact details of two referees (one of whom should be the current or most recent employer) to [sebastianbloching@epd.eu](mailto:sebastianbloching@epd.eu) by **24:00 CET on the 28<sup>th</sup> January 2016**, indicating "Programmes Coordinator application" in the subject line of the email. Interviews should take place at EPD on the 8<sup>th</sup> and 9<sup>th</sup> February 2016.