

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 **September 2020**, for a 4-6 months traineeship (with a possibility of an extension to 12 months). The position will focus on project management and development, but the individual 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 ***Contrat d'Immersion Professionnelle***.¹

Duties and responsibilities

- Providing assistance on project management (monitoring and evaluation, narrative and financial reporting, implementation of activities, etc.);
- Liaising with project partners in target countries and other stakeholders;
- Tracking calls for proposals;
- Providing assistance in writing project proposals;
- Assisting with background research (such as analyses of democracy support);
- 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.

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

Requirements

- Recent graduate or young professional with strong interest and sound knowledge of EU policies and/or programming, ideally in the field of democracy support;
- Very good written and spoken English;
- French, Spanish and/or Portuguese language skills are considered an asset;
- Knowledge of democracy literature is considered an asset.

Conditions and benefits

- 4-6 months traineeship (with a possibility of an extension to 12 months) on a *Contrat d'Immersion Professionnelle*. EPD will compensate the trainee by paying a monthly allowance of EUR 797,00;
- 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%;
- 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 events within and outside of EPD;
- Valuable experience for future career opportunities in project managements jobs within non-profit organisations;
- The trainee will be based in Brussels during the traineeship.

Application procedure

Interested candidates should send a CV and a cover letter to leonhemkemeyer@epd.eu. The deadline for receiving applications is **Sunday, 5 July 2020 at 23h59 CET**.

Interviews will take place via video calls in the week of 6 July 2020, with a potential start date in early September 2020.