

Data and Research Officer

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a not-for-profit organisation with a global remit to support democracy, that brings together a network of 18 organisations specialising in the different parts of a democratic system. We work inside and outside Europe because we recognise that democracy is a universal aspiration and that the contemporary challenges and opportunities for democracy are global in scope. Our mission is to make a contribution to, and reinforce the impact of European support for democracy across the world.

We are looking for a Data and Research Officer to join our team in early 2021 for an initial 12 month period. The officer will be part of the team running the [European Democracy Hub](#) and will therefore engage in regular coordination with our partners at Carnegie Europe.

Duties and responsibilities

Research

- Collect current and recent spending data of European governments and institutions related to democracy support;
- Compile data in an open online tool in cooperation with other EPD and Carnegie staff as well as external consultants;
- Support the compilation of the Hub's Annual Review of European Democracy Support 2022 through conducting interviews and engaging in outreach with key democracy stakeholders across the continent;
- Support the editing and fact-checking of research on democracy support.

Coordination

- Proactively engage with the Hub's network of civil society, institutional and academic partners in EU Member States and Brussels on data collection;
- Support the coordination of input from experts working on the Annual Review, particularly on the coding of spending data.

Events and communication

- Supporting the organisation of events, workshops and webinars organised by the Hub including the logistics and content of these events;
- Support the external communications of the Hub with social media content and contributions to content on the EPD website (articles, blogposts).

Programmes

- Support reporting requirements to donors for relevant projects where necessary;
- Maintain an overview of EPD research projects to ensure complementarity and relevance.

Requirements

- Master's degree in political science, with a specialisation on democracy/democratisation and demonstrable knowledge of primary data analysis;
- Young professional with a minimum of 1 year of proven experience on democracy and/or democracy support;
- Experience with data coding is an asset;
- Proficiency in written and spoken English;
- Strong analytical skills and writing skills;
- A cooperative attitude and strong work ethic.

Conditions and benefits

- An initial 12-month contract with entry-level salary;
- 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);
- In compliance with EPD's Structural 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;
- 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 Data and Research Officer should have a permission to work in the EU, and should be based in Brussels or move to Brussels in 2022.

Application procedure

Interested candidates should send a CV and the [application form](#) that can be downloaded on epd.eu/vacancies to programmes@epd.eu by **09 January 2022 (23:59 CET)**. Please name both the email heading and the application form as follows: "LAST NAME – FIRST NAME – DR Application." Interviews will take place in early January with an indicative start date in February 2022.