

## Programmes Officer

### Terms of Reference

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#### 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.

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

#### Accountabilities and key relationships

The Programmes Officer reports to the Programmes Coordinator (Brussels), and works in close cooperation with the Finance and Administration Manager (Brussels) and the EPD Project Director in Kyrgyzstan (Bishkek). The Programmes Officer will also have regular working relationships with the Policy Advisor (Madrid), other EPD staff in Brussels and the project managers within EPD's partner organisations.

#### 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; contributing to project goals and reporting to the Programmes Coordinator;
- 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 EPD Finance and Administration Manager 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 Coordinator, Programmes Advisor and the Executive Director, board members and EPD member organisations;
- Contributing to the conceptualisation and piloting of joint project approaches that make the most of the comparative advantage of the EPD network;
- Responsibility for coordinating EPD's work on electoral processes with EPD members, partners and donors.

#### Communication and Advocacy

- 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 EPD's social media and website on the various project activities at significant moments within the project cycle;

#### 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;
- Supporting in the organisation of the Programmes Working Group;
- 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.

### **Requirements**

- Professional with a minimum of 2 years of proven experience in project management (exceptional candidates with under 2 years of experience will also be considered);
- Previous experience in projects seeking to strengthen democracy is a strong asset, particularly support to electoral processes;
- Knowledge of EU policy processes and advocacy is a strong asset;
- Proficiency in written and spoken English;
- Knowledge of Russian, Spanish or Portuguese is considered an asset;
- Strong analytical skills and writing skills;
- Bachelor's degree in political science, international development or a related field of study.

### **Conditions and benefits**

- An initial 1-year 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 worked;
- Public transport costs from home to work will be reimbursed;
- A monthly teleworking compensation will be granted of EUR 129,48 and a additional monthly EUR 20,00 for a professional use of a private internet connection;
- 30 days of annual leave, plus 3 extra-legal days to take after Christmas.;
- Based in Brussels.

## Application procedure

Interested candidates should send a CV and the [application form](#) to [vittoriazanellati@epd.eu](mailto:vittoriazanellati@epd.eu) by **23 January 2022 (23:59 CET)**. Please mention your name in the email heading. Name the application form as follows: "LAST NAME – FIRST NAME – Application EPD".

Interviews will take place in January 2021 with a potential with a start date in mid-February 2022.

*COVID-19: EPD is currently working from home, in order to ensure social distancing and health standards for all staff members. As of February 2022, policies will be re-assessed – with a view to maintain possibilities for working remotely and/or physical office presence.*