

VOICE is looking for a

PARTNERSHIP OFFICER

The position of the **Partnership Officer** is part of an international team in the Brussels-based VOICE Secretariat. The position-holder will be in charge of coordinating and facilitating key areas of engagement with the VOICE members and of managing specific portfolios among the network's advocacy priorities, in line with the VOICE multi-annual Strategic Plan and the annual work plans. The **Partnership Officer** will report directly to the Director.

The **Partnership Officer** will be in the frontline of engaging the VOICE members in relation to issues related to DG ECHO funding (Humanitarian Partnership) and the Grand Bargain, and for collective advocacy at both EU institutions' and Member States' levels.

Starting date: asap

Main responsibilities:

- Facilitation of VOICE-led working-groups, namely:
 - the Humanitarian Partnership Watch Group and Task Force
 - the Grand Bargain 2.0 Working Group (WG)and other potential new or *ad hoc* WGs, workshops and events as relevant
- Support members in their relations with DG ECHO regarding operational, financial and legal aspects, and promote evidence-based advocacy
- Strengthen collaboration among NGOs in view of supporting the implementation of the operational and financial commitments of the Grand Bargain 2.0 in EU Member States and institutions
- Provide effective policy monitoring, research, analysis and advice concerning allocated specific advocacy issues
- Develop advocacy messages and network positions on allocated portfolios in collaboration with members and Secretariat's colleagues
- Write concept papers and policy statements on behalf of the network ensuring the interests of VOICE members are heard by policy- and decision-makers
- Ensure information flow within the VOICE network, and support national-level advocacy, providing information and analysis to members including through public presentations
- Represent VOICE, including through speaking engagements and networking with relevant stakeholders
- Contribute to strengthening VOICE's external visibility and increased outreach to VOICE main targets

Requirements:

- 5 to 8 years work experience in humanitarian project management with institutional donors
- Excellent knowledge of DG ECHO procedures with NGO partners, including implementing DG ECHO grants
- Solid knowledge of the functioning of EU institutions, policies, procedures and funding mechanisms
- Strong analytical capacity and organisational skills including virtual meetings and surveys
- Excellent writing and oral communication skills in English
- Ability to work both independently and as a collaborative team player in a multi-cultural working environment
- Applicants should be based in Belgium and have a valid work permit

Highly desirable:

- Field experience in humanitarian crisis-affected countries
- Compliance-related experience
- French is highly desirable

VOICE is committed to safeguarding people from exploitation and abuse in its work. We are developing specific policies on this commitment to outline the expected behaviour and the responsibility of all staff.

Any candidate offered a job within VOICE will be expected to commit to adhering to these policies.

What we offer:

- permanent contract
- remuneration in line with Brussels NGO standards
- very pleasant work atmosphere in a small and highly dedicated experts' team

How to apply:

Please email **your application** in English to voice@voiceeu.org by **24 January 2022 at the latest**, with *Partnership Officer Position* in the subject line, as well as your *name* and *surname*, and include:

- A cover letter of max. one page outlining your motivation for the position.
- A CV of max. two pages incl. references.

We will review applications **on a rolling basis**. Only short-listed candidates will be contacted. Thanks a lot for your understanding and your interest.