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 outreach to VOICE main stakeholders
Requirements:

- 5 to 8 years work experience in the humanitarian sector including in implementing and managing DG ECHO grants, policy analysis and communication activities in an NGO environment
- Excellent knowledge of DG ECHO procedures with NGO partners, e.g. the former Framework Partnership Agreement (FPA) and especially the current Humanitarian Partnership
- Experience in project management with institutional donors
- Solid knowledge of the functioning of the EU institutions, policies, procedures and funding mechanisms
- Strong analytical capacity and organisational skills incl. virtual meetings, surveys, strategic thinking and practical approach to problem solving
- Excellent analysis, writing and oral communication skills in English, including networking and presentation skills
- Ability to work both independently and as a collaborative team player in a multicultural working environment
- Applicants should be based in Belgium and have a valid work permit

Highly desirable:

- Field experience in crisis-affected countries
- Compliance-related experience
- French is highly desirable
- Command of other European languages is an asset

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:

- international, dedicated team
- permanent contract
- renumeration in line with Brussels NGO standards

How to apply:

Please email your application in English to voice@voiceeu.org by 10th 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.