VOICE is looking for a Funding & Advocacy Assistant

March 2021

CDD, full time position until end of December 2021
Starting date: as soon as possible

General description of the post:

Under the supervision of the VOICE Programme Coordinator, the Funding & Advocacy Assistant will support VOICE’s activities relating to humanitarian funding and advocacy, in line with VOICE Strategic Plan and Work Programme.

Responsibilities and requirements of the Funding & Advocacy Assistant:

- Assist the Programme Coordinator in preparation, facilitation and follow-up of working-groups and meetings;
- Draft agendas and minutes, prepare supporting documents and ensure information sharing with members;
- Follow-up of the new humanitarian partnership agreement and thematic guidelines;
- Provide synthesis and analysis, and assist in supporting VOICE members in understanding detailed developments and sharing advocacy initiatives;
- Monitor policy developments and carry out policy research relating to humanitarian funding;
- Contribute to identifying opportunities for members’ engagement and advocacy linked to EU and Member States’ humanitarian financing and funding mechanisms for NGOs;
- Brief colleagues as required, provide updated information for VOICE communication tools and assist in writing documents;
- Perform other related duties, including logistical and administrative support to the VOICE Secretariat, as required.

If you would like to join our team, you should have the following skills and competencies:

- Fluent written and spoken English (required). French desirable;
- University degree in a relevant field;
- One to two years’ relevant professional experiences. NGO sector desirable;
- Knowledge of EU institutions and NGO networks, preferably in relation to humanitarian aid or external relations;
- Strong writing skills;
- Strong IT skills including analysing surveys;
- Analytical skills;
- Flexibility and multi-tasking skills;
- Ability to work in small, multicultural team;
- Knowledge of administrative tasks;
- Ability to work in Belgium (currently in possession of a Belgian work permit).
Application information:

The deadline for applications is **12 April 2021**. Interviews will be held on a rolling basis until the position is filled.

Please email your application in English to voice@VOICEeu.org, write Funding & Advocacy Assistant in the subject line, as well as your name and surname, and include:

- A CV of maximum two pages;
- A cover letter of no more than one page outlining your motivation for the job.

Due to the volume of applications we receive, **only shortlisted candidates will be contacted for an interview**.