



VOICE is looking for an

ADVOCACY INTERN

**Position: full time/one year “Convention d’Immersion Professionnelle”
Starting date: as soon as possible**

VOICE is currently looking for a highly motivated Advocacy Intern to join an international team in the Brussels-based VOICE Secretariat.

About VOICE

VOICE is the network of 87 European NGOs promoting principled and people-centred humanitarian aid. The aims of the VOICE network are:

- to improve the general quality, efficiency, and effectiveness of humanitarian aid, notably that of the European Union and its Member States as well as of the wider humanitarian community.
- to promote the added value of NGOs given their key role as humanitarian deliverers and as an expression of EU public solidarity.
- to strengthen organisational networking, influence, and expertise in humanitarian aid.

Our NGO network is recognised as the main interlocutor with the European Union on humanitarian aid based on 30 years of policy dialogue and expertise.

Purpose of the role

Under the supervision of the Senior Partnership & Advocacy Officer and the Senior Advocacy Officer, the Advocacy Intern supports VOICE’s advocacy activities. The intern’s portfolio will focus on supporting the facilitation of three VOICE’s working groups: the Humanitarian Partnership Watch Group including the Task Force, the Grand Bargain 2.0 Working Group, and the Resilience-Nexus Working Group.

Main responsibilities

- Assist in the preparation and follow-up of three VOICE working groups, namely:
 - the Humanitarian Partnership Watch Group including Task Force
 - the Grand Bargain 2.0 Working Group
 - the Resilience-Nexus Working Group
- Draft agendas and minutes, prepare supporting documents and ensure information sharing with VOICE members
- Provide general research support and assist in writing position papers and advocacy messages
- Monitor policy developments and debates at EU level and in the global humanitarian community on issues of interest to VOICE
- Assist in updating VOICE’s website and draft articles for different communication tools (newsletters, etc.)
- Assist in dissemination of information to internal and external stakeholders
- Support the organisation of VOICE events, webinars, and other outreach activities
- Perform organisational and administrative tasks.

Essential required skills

- Master’s degree (finalised or about to finalise) in humanitarian/international/EU affairs or other relevant studies

- At least six months of experience in a NGO or in an international organisation, in relation to humanitarian aid or development cooperation
- Strong organisational research and analytical skills
- Excellent verbal and written communications skills in English.

Highly desirable

- Good working knowledge of French.

What we offer

- Contract: full time/one-year “Convention d’Immersion Professionnelle”
- Salary: 921.20€/month plus lunch vouchers and teleworking allowance
- Workplace: VOICE Secretariat with teleworking possibilities
- International team: an exciting opportunity to work in a very pleasant work atmosphere with an open-minded international and highly dedicated experts’ team
- Opportunity to learn and grow: the position is an opportunity to work on a wide range of key humanitarian topics, from funding to partnership management and donor relations, Grand Bargain 2.0 topics, climate resilience, triple-nexus, etc. Possibility to acquire in-depth knowledge on how humanitarian organisations work with DG ECHO, one of the leading humanitarian donors worldwide, and to acquire key advocacy skills.

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.

How to apply:

Applicants should have a valid permit to work in Belgium and be based in Brussels.

Application deadline: 26 September 2022

Interviews will be done on a rolling basis. Only short-listed candidates will be contacted.

Please send your application in English via e-mail to voice@voiceeu.org with *Advocacy Intern* in the subject line, as well as your *name* and *surname*, and include:

- A motivation letter of maximum one page including your availability
- A CV of maximum two pages including two to three references.