VOICE is looking for a Junior Advocacy Assistant

Starting date: as soon as possible

VOICE offers:
- A Brussels-based, 1-year full-time fix-term contract (CDD)
- Competitive package (more information will be shared with shortlisted candidates)

General description of the Junior Advocacy Assistant position:
Under the supervision of the Senior Advocacy Officer and the Partnership & Advocacy Officer, the Junior Advocacy Assistant provides general support to VOICE’s advocacy and partnership-related activities. The Junior Assistant’s portfolio will mainly focus on supporting the two VOICE’s working groups: the Humanitarian Partnership Watch Group, and the Resilience-Nexus Working Group.

Responsibilities and Tasks:
- Assist in the preparation and follow-up of the VOICE working groups, namely:
  - the Humanitarian Partnership Watch Group
  - The Resilience-Nexus Working Group
- Draft agendas and minutes, prepare supporting documents and ensure information sharing with VOICE members.
- Support the facilitation of NGOs’ inputs to relevant debates, studies and reports.
- Provide general research support and assist in drafting briefings, position papers and advocacy messages.
- Monitor political and institutional developments relevant to EU humanitarian assistance.
- Assist in updating VOICE’s website and draft articles for different communication tools (newsletters, etc.)
- Support the organisation of VOICE events, webinars, and other outreach activities.
- Perform organisational and administrative tasks.

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.
- At least six months of relevant professional experience (including internship), ideally related to humanitarian aid.
- Strong organisational, analytical, and writing skills.
- Good interpersonal and communication skills within a multi-national context.
- Ability to adapt to changing priorities and to manage multiple workstreams simultaneously.
- Enthusiasm and eagerness to learn.
- Ability to work in Belgium.
Application information

The deadline for applications is 29/03/2024. Interviews will be held on a rolling basis until the position is filled.

Please email your application in English to funding@voiceeu.org, write Junior 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.