

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.