VOICE is looking for a Partnership and Advocacy Officer

Starting date: 4 January 2027

General description of the position:

Under the guidance of the Director, the Partnership & Advocacy Officer leads VOICE's engagement with DG ECHO on partnership-related issues. In particular, the Officer leads the Humanitarian Partnership Watch Group, a key dialogue platform between DG ECHO and its NGO partners. Building on this core engagement, the Officer also takes on thematic advocacy topics based on their relevance for VOICE's engagement with DG ECHO and in line with the VOICE Strategic Plan.

Responsibilities and Tasks:

- Lead the Humanitarian Partnership Watch Group and its Task Force – a key dialogue platform between DG ECHO and its partners
- Steer VOICE's engagement with DG ECHO on partnership-related issues
- Represent the network externally towards EU institutions, humanitarian partners, and other networks on topics related to the allocated portfolio
- Take on thematic advocacy topics for engagement with DG ECHO in line with the VOICE Strategic Plan
- Provide effective policy and advocacy monitoring, research, and analysis of key humanitarian processes and developments related to the allocated portfolio
- Develop supporting materials for VOICE members, speaking points, concept notes, advocacy messages, and network positions related to the allocated portfolio
- Facilitate VOICE members' collective inputs to relevant processes, debates, studies, and reports
- Support VOICE's overall communication, including contributions to the VOICE website, newsletters, and social media
- Organise events, workshops, and webinars.

VOICE is looking for (required profile):

- University degree in a relevant field
- A minimum of 6 years' experience in the humanitarian sector
- Fluent in English (written and spoken)
- Solid and proven experience working with DG ECHO
- Knowledge of EU institutions and experience in advocacy engagement towards institutional actors
- Strong organisational, analytical, and writing skills

- Strong skills in bringing people together, fostering collaboration, and building consensus
- Excellent communication and public speaking skills
- Experience in interacting with institutional stakeholders
- Belgian work permit

VOICE offers:

- A Brussels-based 1-year contract (CDD) with potential extension to a permanent contract
- Competitive package (more information will be shared with shortlisted candidates)

Application:

- Deadline for applications: **Monday 23 November (COB)**
- Please email your application to **funding@voiceeu.org** with the subject line: "Partnership & Advocacy Officer + name/surname", including your CV (maximum 2 pages) and cover letter (maximum 1 page) outlining your motivation for the position.

Interviews will be organised on a rolling basis. Only shortlisted candidates will be invited for an interview and provided with further information on the package that VOICE offers.