



CARE International Secretariat

JOB DESCRIPTION

Position title:	EU Advocacy Assistant (internship/CIP - convention d'immersion professionnelle)
Supervisor:	Senior EU Advocacy Advisor
Post:	Full time (5 days/week)
Starting Date:	12 July 2021
Location:	CARE International Secretariat office in Brussels (CARE International AISBL)
Open to:	Graduates of a relevant Master's degree, or Master students who are doing an internship as part of their degree
Duration:	6 months (with possibility of extension up to additional 6 months)
Remuneration:	approx. EUR 812/ month (CIP - convention d'immersion professionnelle)

BACKGROUND

CARE International is among the world's largest international non-governmental humanitarian relief and development organizations. Drawing on its 75 years of experience, through its confederation of 21 CARE member partners, as both a practitioner and thought leader, CARE International's work reaches 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. In addition, the Secretariat represents the CARE confederation at the United Nations and the European Union.

The EU Office of CARE International works on behalf of CARE members and country offices in their efforts to optimise CI's fundraising and influence relevant policies from the European Union (EU), and to strengthen CI's relationship with the EU institutions in Brussels.

POSITION SUMMARY

The intern will support the advocacy of CARE International at EU level through contributing to research and analysis of EU policies with regards to development, humanitarian aid and external action, particularly as they relate to the priority areas for CI and the CI EU office.

MAIN RESPONSIBILITIES - specifically, but not limited to:

- Monitor policy developments at the EU level and prepare and update an agenda of key EU events
- Follow the work of European Parliament committees on the CI areas of interest
- Monitor the relevant EU Council meetings and processes
- Prepare updates and briefing notes on relevant EU processes
- Attend EU and other organisations' events, and debrief the team on these events
- Ensure the coordination of CARE's European members on EU advocacy issues and share relevant information with them
- Assist in organising advocacy events
- Coordinate/prepare the 'CARE EU Update', the internal bimestrial newsletter of the EU office to the rest of CARE
- Manage and update the "EU meeting point" intranet page on EU advocacy matters
- Co-manage the twitter account of CI EU
- Support as required the work of the wider CI Secretariat advocacy team

QUALIFICATIONS:

Education: The candidate should have or be in the process of obtaining a Master's degree in social sciences, such as political science, international relations, law, economics, or development studies.

Languages: Strong oral and written English, good knowledge of French is a definite asset.

SKILLS, EXPERIENCE AND ATTRIBUTES:

- Strong interest in development and relief issues
- Knowledge and/or strong interest on gender equality, EU Institutions, or humanitarian/development policies is an asset
- Excellent research, analytical and writing skills
- Strong organisational and communication skills
- Very good knowledge and experience of working with internet and Microsoft Office applications (Word, Excel, SharePoint)
- Knowledge or experience in social media (Twitter)
- High capacity to work independently within a small team and strong time-management skills
- Ability to take initiative and a resourceful spirit
- Excellent inter-personal skills

HOW TO APPLY

Interested and qualified candidates should submit their **CVs and a brief motivation letter in English to veuillot@careinternational.org by Sunday 6 June, midnight CET**. Only short-listed candidates will be contacted. Interviews for selected candidates will take place as of the week of June 14th, 2021.

Only candidates with the relevant work authorization will be considered.

CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.

We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the [Inter Agency Misconduct Disclosure Scheme](#) and will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.

More Information on CARE International is available at www.careinternational.org.