



Terms of Reference

Position Information

Job Title: Junior Project and Communication Officer

Duty Station: ECES HQ, Brussels

Reports to: Project Officer, Deputy Head of Programme, Executive Director

Starting date: As Soon As Possible

Organizational Context

ECES is an independent, non partisan and not for profit Foundation headquartered in Brussels with a global remit. ECES was established at the end of 2010 and has implemented activities already in **more than 50 countries**, mainly, but not only, in Africa and the Middle East, primarily with funding from the EU and EU Member states.

ECES promotes **electoral and democratic strengthening** through the provision of advisory services, operational support and management of large projects mainstreaming capacity and leadership development via peer exchanges and comparative experiences, dialogue and the prevention and mitigation of electoral conflicts.

ECES has obtained the TRACE certification for its financial management transparency and the ISO 9001 certification for its Quality Management System. ECES has crafted and copyrighted its strategy called "**A European Response to Electoral Cycle Support - EURECS**", which is implemented via **specific methodologies and tools** also copyrighted by ECES. EURECS is an innovative delivery mechanism to implement **electoral and democracy assistance activities that are consistent primarily with European values and EU policies targeting the facilitation of the cooperation on electoral matters between the EU, the EU member states and their partner countries.**

ECES together with the College of Europe, Interpeace, Mediateur, Foundation Hironnelle and the Institute of Research and Education on Negotiation (ESSEC) is implementing on behalf of the EU the ERMES project, the European Resource for Mediation Support. ECES is providing the key expertise and the office for the project that is a strategic tool for the EU role in mediation and dialogue.

In this context ECES is also a member of the European Peacebuilding Liaison Office network, **the biggest and leading civil society European platform of 40 independent organisations and think tanks from 16 European countries committed to peacebuilding and the prevention of conflict.**

Functions / Key Results Expected

Under the supervision of Project Officer, Deputy Head of Programme, Executive Director, the Junior Project and Communication Officer has the following specific responsibilities and will provide the following deliverables:

- Provide organisational support to the HQ management of projects;
- Contribute to reporting activities and data collection from the field;
- Ensure liaison with ECES HQ and the ECES' projects;
- Contribute to the proof reading of the project documents
- Support the organisation of meetings and activities;
- Prepare background document, briefs and issues' papers, meeting minutes.
- Support in the preparation and management and of correspondences
- Support when needed the drafting of proposals;
- Support in human resource aspects for HQ and projects
- Manage the daily communication of HQ;
- Draft content for the Social Media and Website
- Support in the further development of communication related processes, policies and templates
- Contribute to the realization and planning of ECES Events
- Supervise and contribute to communication and visibility activities;
- Contribute to daily administrative work and perform all other working tasks deemed as necessary within the framework of the HQ and as instructed by the Project Coordinator/ECES Executive Director.

VALUES

- Promotes the vision, mission and strategic goals of ECES;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling ECES' values and ethical standards.

Recruitment Qualifications

Education:	<ul style="list-style-type: none"> ▪ Advance Degree in political sciences, law, international relations, communications or other related field.
Experience:	<ul style="list-style-type: none"> • Prior working experience within international/not for profit organizations and experience of working with EU funded project is an added advantage; • Special interest in good governance and elections related field; • Knowledge of the electoral cycle approach, election observation/electoral assistance; • Good project management skills; • Ability to prioritize work, multi-task and meet deadlines • Sound analytical judgement; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong writing and communication skills;
Language Requirements:	Excellent working level of French and English