



Call for Applications

Network and Advocacy Officer

80% of full time equivalent, permanent contract

EU-LAT Network is looking for a highly motivated, dynamic person who can manage their own workload, to join the network secretariat as Network & Advocacy Officer.

ABOUT EU-LAT NETWORK

EU-LAT Network – Red EU-LAT asbl, is a European network of 40 human rights and development organizations, founded in 2017 to represent the merger of CIFCA and Grupo Sur, with over 20 years of advocacy experience.

The EU-LAT Network aims to promote participatory European policies that contribute to comprehensive respect for human rights, gender equality, democratization, and a fair, inclusive, and sustainable society in Latin America.

The Overall Objective of the Network is to promote the transformation of European policies related to Latin America so that human rights are respected, protected, guaranteed, and promoted in the areas of political dialogue, development cooperation and trade and investment.

EU-LAT Network is an equal opportunities employer, and our recruitment decisions are based entirely and solely on merit.

OVERVIEW OF POSITION:

Organization: EU-LAT Network –Red EU-LAT asbl.

Place and working hours: Brussels, 30 hours per week (80% of full time equivalent)

Job Title: Network and Advocacy Officer

Managed by: Executive Secretary and Board of Directors

Start date: As soon as possible.

Type of contract: Permanent contract according to the requirements of Belgian law

JOB DESCRIPTION:

The Network and Advocacy Officer has two main interconnecting responsibilities: to provide effective coordination, for the network's advocacy on European Union (EU) policies, before the European institutions. The post holder will be part of a small, dynamic, horizontally run secretariat, supported by the Board of Directors.

Main areas of responsibility:

- ✓ Support and facilitate the advocacy work of members and the secretariat before EU institutions on EU-Latin America relations. In coordination with members, plan, monitor and evaluate initiatives to influence change, including the clear and measurable effects and outcomes of network advocacy.
- ✓ Coordinate advocacy work, analyze EU policies, write advocacy materials (press releases, factsheets, twitter feeds, etc.), represent the network before European authorities and organize events in coordination with civil society organisations.
- ✓ Maintain and strengthen mechanisms for coordination and internal communication between the secretariat and members in Europe and the Latin American region, with a particular focus on working groups. Contribute to the financial sustainability and strategic direction of the Network.
- ✓ Promote spaces for political dialogue and long-term relationship building with European institutions and other allies. Represent the network in strategic advocacy meetings. Actively use the different internal and external communication tools (email, websites, social media, intranet, etc.).
- ✓ Promote participation and coordination with other European and Latin American networks, social and civil movements.
- ✓ Contribute to the work of the secretariat team, supporting the network's strategic direction within its new five-year strategic plan, support activity planning, assume new tasks or duties in line with the priorities and responsibilities of the secretariat.
- ✓ Ensure project execution and the corresponding reports within the required timeframes and ensuring quality, taking into account the overall network budget.
- ✓ Support the secretariat's administrative tasks (payments, financial reports of activities, etc.)

PERSON SPECIFICATION

Candidates must understand, share, and be committed to the vision and mission of the EU-LAT Network for the transformation of European policies in Latin America, with a gender perspective, which contribute to comprehensive respect for human rights, democratization, and sustainable development in Latin America. Candidates must have a valid work permit for Belgium.

Training

University degree in Social Sciences (Sociology, Economics, Politics, Human Rights, Anthropology) or other related professions. Postgraduate training in Human Rights and/or Development Cooperation or studies on the European Union will be viewed as positive.

- ✓ Academic and/or practical knowledge on gender equality in public policy.
- ✓ Proven knowledge of the European Union's decision-making processes, influencing process and strategy development.



WORK EXPERIENCE

- ✓ Minimum 3 years' experience in similar positions, in particular experience of coordinating networks of civil society organizations.
- ✓ At least 3 years' experience in leading political advocacy processes before the European Union or its member states in defence of human rights and sustainable development.
- ✓ Proven skills and experience in strategic planning, institutional strengthening, monitoring and evaluation.
- ✓ Proven knowledge and excellent ability to analyze, write and synthesize advocacy documents in a clear and concise manner.
- ✓ Demonstrable knowledge and use of external communication tools, including social media.
- ✓ Extensive knowledge of the European Union's relations with Latin America and of decision-making processes in the European Union. Knowledge of the Latin American context, as well as European Union trade policies, political dialogue, and cooperation programs with the region, will be valued as positive.
- ✓ Previous experience working with human rights and/or development organizations. Experience with civil society organizations working in / with Latin America will be valued as positive.

SKILLS AND KNOWLEDGE

- ✓ Advanced level of Spanish and English, both written and oral.
- ✓ Demonstrated ability to work within a team and to be proactive, dynamic, and able to manage own workload.
- ✓ Able to coordinate efficiently at different levels, including within the team, in working groups and in civil society coalitions.
- ✓ Ability for effective external communication and relationship building for institutional development.
- ✓ Social commitment and understanding of cultural diversity



WORKING CONDITIONS

Permanent employment contract at 80% of full time equivalent (30h per week), employed by EU-LAT Network – Red EU-LAT asbl, with the guarantees provided for under Belgian employment law. The monthly gross salary is set according to employee years of experience. The calculation of net wages depends on the tax burden per family situation and the social security discount. At the request of the applicant, the net salary can be calculated.

Start date: As soon as possible.

Location: Rue de la Linière 11, 1060 Brussels, Belgium.

Other benefits: extra holiday pay, support for commuting to the office and meetings by public transport or bicycle, mobile phone.

DEADLINES AND APPLICATIONS

For further information, please visit www.eulatnetwork.org

Candidates interested in the position should send in a single document their CV in Spanish (maximum two pages without a photo) and a letter of motivation in English, specifying in the subject line: “Network and Advocacy Officer Application”.

The deadline to submit your application is June 15, 2021. Due to the large number of applications expected, only those selected for the next application phase will be contacted. Written tests and interviews will be conducted in late June or early July. The ideal start date is 1 August 2021.

Please submit your application to: marta.iber@eulatnetwork.org