

Coordinator, European Think Tanks Group – Policy Officer I

The European Think Tanks Group, or ETTG, is looking for an entrepreneurial professional to act as Coordinator of the Group. This is largely a programme management position, with some limited scope for independent substantive contributions. The post will be based in Brussels, and will be hosted by one of ETTG's five members, the European Centre for Development Policy Management (ECDPM). The post is however still dependent on a funding contract expected to be signed shortly.

The ETTG is a group of European think-tanks, working together on EU international cooperation and development policy. The members of the ETTG are the Deutsches Institut für Entwicklungspolitik (DIE) in Bonn, the Istituto Affari Internazionali (IAI) in Rome, the Institut du Développement Durable et des Relations Internationales (IDDRI) in Paris, the Overseas Development Institute (ODI) in London and ECDPM in Maastricht and Brussels.

Person and position description

ETTG needs a dynamic policy-oriented professional to work as its first Coordinator. You will be excited at the prospect of helping to manage a network of five of Europe's most prominent think tanks on international cooperation, and of working on a daily basis in the Brussels office of one of the network's five members, ECDPM. You will have a Master's degree or equivalent, and a good awareness of the international cooperation agenda of the EU. You will be able to demonstrate administrative and programme management skills, including project financial management. You will have familiarity with communication and dissemination work, including event organisation and website management. Ideally, you will have an interest in specific aspects of the field of EU development cooperation and EU external relations more generally, and will be keen to take advantage of opportunities that may arise to learn more and make an independent contribution. You will have followed EU policy processes and have an understanding of how they work and the roles of different actors. Working in a network of international multi-disciplinary and multi-cultural organisations with a continued requirement for high quality delivery under pressure energises and motivates you. You will be able to adapt your knowledge and competences to ETTG as well as fit in to your host organisation, their organizational culture, strategies and workplans, and will have the experience and maturity to take the lead on delivering certain activities.

ETTG activities

The European Think Tanks Group has over a decade of experience informing and shaping the European policy making process. The work of ETTG is shaped by our collective understanding of the evolving global context, priorities in European development cooperation, and lessons learned from working together as think tanks. ETTG now seeks to take its work to the next level through an ambitious work programme targeted at key EU policy moments. This involves an investment in the capacity and capabilities of the network to facilitate joint action, engagement and convening. A key element of this investment is the creation of this new post of ETTG Coordinator to act as a focal point for ETTG' s daily work.

The five member institutes of ETTG employ between them over 300 researchers with extensive experience and knowledge of a wide variety of different topics in international cooperation:

DIE is one of the leading international research institutes on development policy. Through excellent academic research, policy advice and training the institute contributes to finding sustainable solutions to global challenges.

IAI's main objective is to promote an understanding of the problems of international politics through studies, research, meetings and publications, with the aim of increasing the opportunities of all countries to move in the direction of supranational organization, democratic freedom and social justice

IDDRRI is an independent research institute dedicated to fostering the transition to sustainable development and prosperity for all. It identifies the necessary conditions for the integration of sustainable development into public policies, proposes tools for their implementation and takes action at different levels, from international cooperation to the policies of countries, cities and businesses.

ODI is a leading independent think tank on international development and humanitarian issues. It seeks to inspire and inform policy and practice which lead to the reduction of poverty, the alleviation of suffering and the achievement of sustainable livelihoods in developing countries.

ECDPM is a non-partisan "think and do tank" working at the interface of where development meets international relations. Our main goal is to broker effective partnerships between the European Union and the developing world, especially Africa. ECDPM promotes inclusive forms of development and cooperates with public and private

sector organisations to improve the management of international relations. It also supports the reform of policies and institutions in both Europe and the developing world. One of ECDPM's key strengths is its extensive network of relations in Europe and in developing countries. Its partners embrace multilateral institutions, international centres of excellence and a broad range of state and non-state organisations.

Key commitments of the ETTG Coordinator

1. To act as a secretariat supporting the work of ETTG
2. To work with the ECDPM and other ETTG Sherpas to manage the project funds
3. To contribute to building, expanding and maintaining relevant strategic networks and partnerships for ETTG.
4. To support ETTG to coordinate, draft, edit and publish joint ETTG publications in cooperation with ETTG members' researchers.
5. To assist in the organisation and running of ETTG meetings, seminars and conferences in cooperation with staff from the ETTG members.
6. To assist in communicating ETTG messages by managing the ETTG joint website and using social and other communication tools in coordination with the communications teams in each of the ETTG members.
7. To assist in identifying new funding opportunities for ETTG, to develop funding proposals, and to secure funds for projects and policy facilitation activities.
8. To assist ETTG members develop knowledge on key EU international policy issues through background research in order to broker knowledge and engage in outreach and communication activities to deliver impact.

ETTg is managed by a group of 5 'Sherpas' representing the five members institutes with a separate Chairperson. The Coordinator will be managed on a day-to-day basis by ECDPM's ETTG Sherpa but will ultimately be responsible to the ETTG Chairperson representing the whole Sherpa group and the Directors of ETTG's five members. The Coordinator will be part of the ECDPM Liaison & Quality Support unit that has responsibility for coordinating ECDPM's involvement in ETTG activities and for the project funds managed by ECDPM on behalf of ETTG.

Professional and personal requirements

REQUIREMENTS	ESSENTIAL	DESIRABLE
Academic background		
(1) Masters or equivalent in a relevant social science discipline.	X	
Professional background		

(2) Substantial work experience in a professional setting covering issues related to ETTG' s international cooperation work	X	
(3) Good knowledge (as evidenced by direct working experience or publications) either or both of the following areas: (i) European foreign policy (ii) European development policy		X
(4) Good knowledge of at least two of the following areas: (i) bilateral development policy of one or more EU member-states, (ii) international policy analysis (iii) development economics (iv) the 2030 Agenda and global development policy (v) the EU' s relations with Africa and with the ACP countries (vi) European Neighbourhood Policy		X
Core competences		
(5) Good project management skills	X	
(6) Good writing, editing, analytical and synthesis skills, including the ability to structure arguments and present options to policy makers and non-specialist policy audiences. Evidence of published material in English.	X	
(7) Good organisational skills for organising meetings, seminars and conferences ideally at a European level	X	
(8) Practical mind and excellent interpersonal and communication skills in a multi-cultural environment (including flair and enthusiasm) and willingness and interest to work as part of a team.	X	
(9) Experience as a team member in policy projects including managing parts of such projects (e.g. timelines, deliverables, budgets, reporting).	X	
(10) A familiarity with utilising social media in a professional context and with communication tools more widely.	X	
(11) Ability to develop her/his own perspective on the European Union' s (EU institutions and member-states) development aid and foreign policy using policy analysis skills.		X
(12) Some exposure to policy processes and/or institutional development activities (rather than only academic or implementation activities).		X
(13) Good understanding of gender and how gender mainstreaming can be brought to policy making and policy oriented research.		X

Languages and experiences		
(14) Complete fluency in English is required, reasonable fluency in French would be a distinct asset, as would one other additional European language.	X	

Conditions

The ETTG Coordinator will be contracted by ECDPM on behalf of ETTG according to its standard conditions of employment. The appointment will be made at a relevant point on the PO1 Salary salary scale between €36,243.42 and €42,860.47 (annual gross salary) dependent on experience.

The Coordinator position is principally funded by an external funding agreement. The employment contract will therefore be a project contract of one year in the first instance (according to ECDPM' s standard employment agreement) but renewable up to the end of project grant funding on 28 February 2019.

ECDPM offers a lively and attractive working environment, space for autonomy and personal growth, and ample opportunity for participating in exciting areas of policy development for international cooperation. This **post is based in the Brussels office of ECDPM** with regular travel to ECDPM' s head office in Maastricht and occasional travel to the offices of the other ETTG members as well as other European capitals.

The appointment provides a generous package of leave (9+ weeks on annual full time basis) and other benefits such as a training budget.

Interested applicants should complete the application form at [this link](#)¹ and submit it to Karen Gielen (kg@ecdpm.org) in ECDPM' s human resources unit from whom further information can also be obtained.

Deadline for applications: 6 September 2017

Interviews will be held in Brussels on 21 and 22 September 2017

Start date: As of 1 October 2017 or as soon as possible thereafter.

¹ <http://ecdpm.org/wp-content/uploads/Application-Form-ETT-G-Coordinator.doc>